Using the Macromedia Breeze Manager

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First Edition: May 2004

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INTRODUCTION
Using Breeze Manager

Macromedia Breeze is a rich web communication system that eliminates the time and cost of travel and unnecessary meetings. It enables organizations to easily share important information over the Internet by connecting people to people, and people to information.

The underlying Breeze platform provides a flexible central library, administration tools and more. Breeze offers flexibility in deployment: a hosted service for enabling web communications with zero setup time, and a licensed server for deploying within corporate firewalls for complete control and security.

You access and control all functionality of the Breeze Presentation platform through the Macromedia Breeze Manager web application. This guide gives step-by-step procedures for using Breeze Manager to create and manage users, learning content, courses, and meetings, and to view reports for each of these.

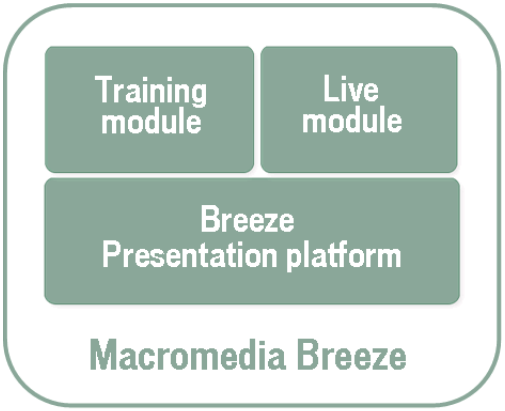
Overview of Macromedia Breeze

Macromedia Breeze includes a set of components that provide an integrated solution for your communication, collaboration, and training needs. Breeze can be deployed with either some or all of these components:

Breeze Presentation Personalize presentations with your own voice-over, and easily deliver them to standard web browsers by using Macromedia Flash Player.

Breeze Training Rapidly create content and build complete online training systems, including integrated surveys, tracking, analysis, and course management.

Breeze Live Meet and collaborate instantly with colleagues over the Internet.



Breeze Presentation platform

The Breeze Presentation platform lets you create, deploy, and view multimedia content through a web browser. This content can include the following:

Breeze presentations Multimedia presentations containing slides, streaming audio, synchronized animation, navigation controls, and interactive quizzes (optional).

Macromedia Flash movies (SWFs)

Images (JPGs)

Flash videos (FLVs)

Breeze presentations

You create Breeze presentations by converting your PowerPoint presentations to multimedia presentations with the use of the Macromedia Breeze Publish Wizard web application and the Macromedia Breeze Plug-In for Microsoft PowerPoint. Each Breeze presentation has a unique URL for viewing. You can share the URL with others for direct viewing, or you can use the Breeze presentation in a course or in a Breeze meeting.

The steps for creating a Breeze presentation are as follows:

Create a PowerPoint presentation to provide the basis for your presentation.

Use the Breeze Plug-In for PowerPoint to add audio and synchronized animation to your PowerPoint presentation. For more information, see the *Macromedia Breeze Plug-in for PowerPoint* guide.

Publish your presentation to the Breeze server by using the Breeze Publish Wizard web application. Your PowerPoint presentation and associated audio file are uploaded to the Breeze server and are then converted into a multimedia web presentation. When the conversion process is complete, you receive an e-mail containing the URL for the website where you can view your new Breeze presentation. For more information, see the *Using the Breeze Publish Wizard* guide.

Integration with learning management systems

Enterprises can integrate Breeze content with their learning management systems (LMS's). Breeze supports the two standard LMS communication protocols:

- Aviation Industry CBT Committee (AICC) with HTTP AICC Communication Protocol (HACP), versions 2.0 through 3.5
- Sharable Content Object Reference Model (SCORM), version 1.2

The default Breeze implementation uses a Macromedia Flash 5 component for communication with an AICC-based LMS system. For organizations that require Flash 4 support, Breeze accounts can be configured with an alternative Flash 4 component that uses a proxy on the Breeze server to communicate with your LMS.

For more information, see the Technical Note at www.macromedia.com/go/breeze_lms.

Intended audience

This guide is for Breeze Manager users who are doing any of the following:

- Creating and managing users
- Uploading and managing learning content
- Creating and managing courses
- Creating and managing meetings

System requirements

To use Breeze Manager you need the following:

- An Internet connection
- One of the supported operating systems listed at www.macromedia.com/go/breeze_sysreqs
- One of the supported browsers listed at www.macromedia.com/go/breeze_sysreqs
- Macromedia Flash Player 6 (6.0.65) or later as a browser plug-in

  Note: Macromedia Flash Player is standard in most browsers. You can find out what version of Flash Player you have at the Test Macromedia Web Players page at www.macromedia.com/software/flash/about/

- A sound card and speakers for listening to audio accompanying presentations or broadcasts by other meeting participants
- (Optional) A microphone to broadcast audio to other meeting participants
- (Optional) A web camera to broadcast video to other meeting participants

For complete Breeze system requirements and recommendations, see www.macromedia.com/go/breeze_sysreqs.

What's new in Breeze Manager

The new features in Breeze Manager provide new or improved functionality specifically designed for Breeze administrators, presenters, or trainers.

New features for Breeze administrators

Breeze Manager now includes the following features designed for Breeze administrators:

Supports report data in CSV formatted files All report data is now available to download in standard CSV formatted files. Also, seven new, download-only CSV reports are available.

Offers features to customize your Breeze installation Breeze administrators can customize the look of their Breeze installation by adding a logo and background color.

Provides SSL support Breeze Manager fully supports SSL, which increases the security of the Breeze platform.

Provides an Account tab Breeze Manager includes an Account tab that facilitates easy Breeze account review, customization, or account report access.

Provides log bandwidth and HD space-usage data The new Account tab in the Breeze Manager interface includes information about bandwidth and hard-disk-space usage, making Breeze administration easier.

Includes self-registration for Breeze Live You can use Breeze Manager to configure meetings for self-registration, similar to self-registration for courses.

New features for Breeze presenters

Breeze Manager now includes the following features designed for Breeze presenters:

Supports the FlashPaper format Breeze Manager supports the FlashPaper format, which makes it easier to print presentations based on Macromedia Flash, or to print documents that are hosted in a Flash environment.

Supports archive searches Breeze Manager supports searches of documents from Breeze meeting archives and other breeze content.

Supports synchronized Macromedia Flash presentations Breeze Manager completely supports synchronized presentations that are based on Macromedia Flash.

New features for Breeze trainers

Breeze Manager now includes the following features designed for Breeze trainers:

Provides LMS integration Breeze Manager allows organizations to provide custom LMS components, not just the standard SCORM-based or AICC-based LMS applications.

Supports custom field management You can now use Breeze Manager to add custom user registrations fields, making the tracking of Breeze users easier.

Accessing Breeze Manager

You access Breeze Manager by typing the Breeze Manager URL in a browser window. If you have the Breeze Plug-In for PowerPoint installed, you can also select Manage Account from the Breeze menu to start Breeze Manager.

To access Breeze Manager:

1. Do one of the following:
   - In a browser window, go to the following URL:

     http://*yourcompany*.breezecentral.macromedia.com

     where *yourcompany* is a version of your company's name assigned for use in the URL when the company's Breeze account was created.
   - Open PowerPoint and select Breeze > Manage Account.
2. On the Login page, enter your Breeze user name and password.

   Note: You should have received your user name and password in an e-mail or from your Breeze account administrator. Contact your Breeze account administrator if you have any questions.

3. Click the Submit button.

   The main page of Breeze Manager appears.

The Breeze Manager home page

The Breeze Manager home page is the page that you see when you first log in to Breeze. From the home page you can do the following:

Review scheduled meetings Enter or review your scheduled meetings, including your role in the meeting, and the meeting start time.

Review courses that you are enrolled in Open or review courses that you are enrolled in, including their opening and closing dates.

Create a new Breeze meeting Create a new Breeze meeting.

Change your information Change your password or time zone.

Access useful links Access Breeze documentation and resources.

Search your Breeze installation Perform keyword searches of individual meeting archives or presentations, or do a complete search of all your Breeze content.

Access other Breeze key features Access Breeze content, courses, meetings, users, reports, or accounts.

Key features of Breeze Manager

Using Breeze Manager, you can do the following:

Create and manage Breeze users You can create, delete, edit, and assign permissions for specific users and groups of users.

Create and manage content All content is contained and organized in a Content Library. You can view, organize, search, add, delete, download, or deploy content and content folders in the Content Library. You can also set View, Publish, and Manage permissions for each content file and folder. You can view content reports containing information about how often content files have been viewed and, if appropriate, view slide summary information and answer summary information.

Create and manage courses for the Training module All courses are contained and organized in a Course Library. You can create, organize, manage, add, delete, or edit courses, as well as enroll students and track their progress. You can view course reports that provide information about the number of students who have taken courses and how well they performed, including detailed usage information about slide views, question responses, and answer breakdown.

Create and manage meetings for Breeze Live All meetings are contained and organized in a Meeting Library. You can create, organize, manage, add, delete, or edit meetings, as well as invite and track meeting participants and assign permissions to them. You can view meeting reports that provide information about a meeting room and individual meeting room sessions, including the number of attendees, invitees, invitees who attended, invitees who were absent, time in and time out, and participant roles during the meeting.

Customize or review Breeze accounts You can review your account, including your general account information, your account features, and your account quotas. You can customize your Breeze installation with a special logo, substitute a special LMS component, and allow users to enter unique identification information appropriate to your organization. You can view account reports containing detailed information about your presentation and training, Breeze Live usage, and active meetings.

Integration with learning management systems

Enterprises can integrate Breeze content with their learning management systems (LMS's). The Breeze platform supports the two standard LMS communication protocols:

- Aviation Industry CBT Committee (AICC) with HTTP AICC Communication Protocol (HACP), versions 2.0 through 3.5
- Sharable Content Object Reference Model (SCORM), version 1.2

For more information about LMS integration, see the Breeze TechNote at http://www.macromedia.com/support/breeze/ts/documents/brz_lms_adpter_solutions.htm.

Breeze also allows you to use a custom LMS component if your organization requires it. For more information, see "Adding a custom LMS component" on page 137.

About Breeze documentation

The entire set of Breeze documentation consists of the four guides described in this section. The relevance of these guides to you depends on the modules that are installed on the Breeze platform, and on your Breeze account permissions.

Using the Breeze Plug-In for PowerPoint This guide is for Breeze users who are publishing Breeze presentations from PowerPoint. You can access this guide from within PowerPoint by selecting Breeze > Help.

Using the Breeze Publish Wizard This guide is also for Breeze users who are publishing Breeze presentations from PowerPoint. You can access this guide from a help link within the Breeze Publish Wizard web application.

Using Breeze Manager This guide is for Breeze users who have permission to manage or administer users, content, courses, or meetings. You can access this guide from a help link within the Breeze Manager web application.

Breeze Live User Guide This guide is for participants and presenters in a Breeze meeting. There are two versions: *Breeze Live User Guide for Meeting Presenters* and *Breeze Live User Guide for Meeting Participants*. You can access these guides from within a Breeze meeting by selecting Meeting > Help.

Note: If you purchase just the Breeze Live module of the Breeze Presentation platform, only *Breeze Live User Guide* applies to you.

Additional Macromedia resources

More information is available at the Breeze Product Center and Breeze Support Center websites.

Breeze Product Center The Breeze Product Center is updated regularly with the latest information on Breeze, including FAQs, white papers, testimonials, and tips. The Breeze Product Center's URL is www.macromedia.com/software/breeze.

Breeze Support Center The Breeze Support Center contains the latest support information, including TechNotes, Breeze presentation tutorials, and support program details. Check the website often for the latest Breeze support information at www.macromedia.com/support/breeze.

CHAPTER 1
About Permissions

Macromedia Breeze is a permissions-based system. You control what features a Breeze user can access for a particular file or folder by assigning permissions for that file or folder.

Permissions for a folder or file can be assigned to a group or to an individual. For user-defined groups, if a member of a group with a certain permission type is also assigned an individual permission type, the permission type assigned to the individual user takes precedence over that of the group. However, this is not always the case with built-in groups. For more information, see "Permissions for built-in groups" on page 16.

To simplify account management, it is best to assign users to groups and then assign permissions only at the group level, not at the individual level, whenever possible.

Within Breeze, permissions are used as follows:

Permission types Permission types are assigned to a user or a group for a particular file or folder. Possible values are Manage, Publish, View, and Access Denied. For more information, see "Permission types" on page 13.

Permission profile This is a list of all groups and/or users and their corresponding permission types for a specific folder or file.

Built-in group permissions These are the default permissions for the built-in groups. These permissions cannot be changed. For more information, see "Permissions for built-in groups" on page 16.

Permission types

There are four types of permissions:

Manage Users or groups with a Manage permission setting for a folder or file can view, delete, move, and edit the file or folder, view reports for files in that folder, set permissions for the file or folder, and create new folders.

Publish Users or groups with a Publish permission setting for a folder or presentation can publish, update, and view presentations, as well as view reports. Users with Publish permissions for a folder cannot create new folders within it or set permissions for it.

View Users or groups with a View permission setting for a folder can view any content in that folder. A View permission for an individual file allows view access for that particular file.

Access Denied Users or groups with Access Denied for a folder or file cannot view it, access it, or manage it in any way.

Content Library

A summary of Content Library functionalities allowed for each permission type is shown in the following table.

Functionality	Access Denied	View	Publish	Manage
Navigate/ search content folders	X	✔	✔	✔
View content file information	X	✔	✔	✔
View content files	X	✔	✔	✔
Publish/update presentations	X		✔	
Add SWFs, FLVs, or JPGs	X		✔	
Move content files	X			✔
Delete content files	X			✔
Edit content file information	X		✔	✔
Send e-mail messages containing links that send return receipts	X		✔	✔
Download content	X			✔
Set content file permissions	X			✔
Create content folders	X			✔
Move content folders	X			✔
Delete content folders	X			✔
Set content folder permissions	X			✔
View reports	X		✔	✔
View My Content	X		✔	✔
View Users Content*	X			

* Must be a member of the Account Administrators group.

Course Library

A summary of Course Library functionalities allowed for each permission type is shown in the following table.

Feature	Access Denied	Manage
Navigate course folders	X	✔
View course summary information	X	✔
View course enrollee list	X	✔
Create new courses	X	✔
Move courses	X	✔
Delete courses	X	✔
Edit course information	X	✔
Change course content	X	✔
Change course enrollees	X	✔
Send/ change settings for course notifications	X	✔
Send/ change settings for course reminders	X	✔
Set up course self-enrollment	X	✔
Create course folders	X	✔
Move course folders	X	✔
Delete course folders	X	✔
Set course folder permissions	X	✔
View course reports	X	✔

Meeting Library

A summary of Meeting Library functionalities allowed for each permission type are shown in the following table.

Feature	Access Denied	Manage
Navigate meeting folders	X	✔
View meeting summary	X	✔
View and edit meeting participants list	X	✔
View and manage meeting uploaded content list	X	✔
View and manage meeting recordings list	X	✔
Create new meeting	X	✔
Move meetings	X	✔
Delete meetings	X	✔

Feature	Access Denied	Manage
Edit meeting information	X	✔
Change meeting participants	X	✔
Send meeting notifications	X	✔
Move uploaded content to the Content Library	X	✔
Delete uploaded content	X	✔
Move meeting recordings to the Content Library	X	✔
Delete meeting recordings	X	✔
Set up course self-enrollment	X	✔
Create meeting folders	X	✔
Move meeting folders	X	✔
Delete meeting folders	X	✔
Set meeting folder permissions	X	✔
View meeting reports	X	✔

Permissions for built-in groups

There are four built-in groups: Account Administrator, Account Author, Course Manager, and Account Meeting Administrator.

Note: You may or may not see all these groups, depending on your type of Breeze account.

The permissions for each group are shown in the following table.

Group	Content Library permissions	Course Library permissions	Meeting Library permissions	Additional permissions
Account Administrator	Everything but Publish	Manage	Manage	Manage users, groups, and accounts/ view all users' content folders
Account Author	Publish	None	None	None
Course Manager	Manage	Manage	None	None
Account Meeting Administrator	None	None	Manage	None

Account administrators

Account administrators have complete control of the Breeze account. You can make any user an account administrator by adding them to the Account Administrator group. For information on adding users to groups, see "Assigning a user to groups" on page 28 or "Adding members to a group" on page 32.

An account administrator can perform the following actions:

- Manage users and groups, including creating, deleting, and editing them
- Manage the Content Library, including creating, deleting, and organizing folders and setting content file and folder permissions
- Manage the Course Library, including creating courses, enrolling users, sending enrollee notifications, and setting up course reminders
- Manage the Meeting Library, including creating, deleting, adding participants, and organizing meeting rooms
- View reports for the account, users, content, courses, and meetings
- View your account information, account features, account quotas, and account reports, and customize the look of Breeze for your organization

Users who are members of the Account Administrators group have permission to do everything except publish. A user must be a member of the Account Author group in addition to the Account Administrator group to both manage and publish.

Permissions for users who are members of the Account Administrator group cannot be overridden with individual or other group permissions. For more information, see "About multiple permissions precedence" on page 20.

Account authors

Account authors can publish Breeze presentations. A user *must* be a member of the Account Author group to publish presentations. To publish presentations to a specific folder, a user must be a member of the Account Author group and have Publish permissions for that folder. By default, a member of the Account Author group has Publish permissions *only* for their individual My Content folder.

Note: Your Breeze account has a limit on the number of users you can add to the Account Author group. To view your Account Author limit, see "Reviewing your account information" on page 135.

Members of the Account Author group can perform all of the following operations if they have Publish permissions on the specified folder:

- View content and content folders
- Publish and update content
- Send e-mail messages containing links that send a notification back to the sender as soon as the recipient accesses the link

Course Managers

Course managers can manage the Course Library. You can make any user a course manager by adding the user to the Course Manager group. For information on adding users to groups, see "Assigning a user to groups" on page 28 or "Adding members to a group" on page 32.

A course manager can perform the following actions:

- Manage the Course Library, including creating courses, enrolling users, sending enrollee notifications, and setting up course reminders

- View content and course reports

If a user belongs to the Course Manager group but you do not want the user to have all the permissions that go with that group, an account administrator can place more restrictive permissions either on the individual user or on a group to which the user belongs.

Account meeting administrators

Account meeting administrators can manage the Meeting Library. You can make any user an account meeting administrator by adding them to the Account Meeting Administrator group. For information on adding users to groups, see "Assigning a user to groups" on page 28 or "Adding members to a group" on page 32. For more information on the structure of the Meeting Library, see "Structure of the Meeting Library" on page 90.

An account meeting administrator can perform the following actions:

- Manage the Meeting Library, including creating, deleting, adding participants, and organizing meeting rooms. To edit a meeting or change the participant list for a meeting, the account meeting administrator must also be a presenter for the meeting in addition to having Manage permissions for the folder.
- View meeting reports.

If a user belongs to the Account Meeting Administrators group but you do not want the user to have all the permissions that go with that group, an account administrator can place more restrictive permissions either on the individual user or on a group to which the user belongs.

Setting permissions for custom groups

Assigning individual permissions for content files or folders greatly complicates account and asset management. To simplify account management, you should create your own groups in addition to the built-in groups.

You can set the permissions for a custom group in one of two ways:

When creating a group When you create a group, you can set the group's permission type for the Shared Content folder of the Content Library and the Shared Courses folder of the Course Library. For more information, see "Creating a new group" on page 31.

By assigning the group to the permissions profile of a file or folder You can change permissions for a group after it has been created by changing permissions on an individual file or folder. For more information, see "Setting custom permissions for content files" on page 54, "Setting content folder permissions" on page 58, "Setting course folder permissions" on page 84, or "Setting meeting folder permissions" on page 110.

To change group permissions after a group is created:

1. Navigate to the main Content, Course, or Meeting Library folder, or to any subfolder.

   For more information, see "Navigating the Content Library" on page 39, "Navigating the Course Library" on page 63, or "Navigating the Meeting Library" on page 92.
2. Select the check boxes to the left of the groups whose permissions you want to change.
3. Click the Set Permissions button in the navigation bar.

Note: If you adjust the permissions for a folder, permissions for all files or subfolders contained in that folder are set to that permission level, unless you specifically change the permissions for the individual files or folders directly.

4. From the Set Permissions page, change the permission type assigned to each group and individual for this folder.

   Note: If your content, course, or meeting files are contained in multiple folders, you must change the permissions for all the folders for the content, course, or meeting.

5. Click Apply.
6. When you have finished changing group permissions, click the OK button.

Setting permissions for a file or folder

Account administrators, course managers, account meeting administrators, and users with Manage permissions can set permissions for the folders that they have permission to manage and for the files within those folders.

By assigning groups or users certain permission types for a file or folder, you can control which users or groups can access certain features for that folder. For example, you can set a folder's permissions so that only certain users or groups can publish content to the folder. You can also set a folder to have the same permission as its parent folder. If the parent folder's permissions change, the underlying content that has been assigned to use the parent folder's permissions changes as well.

To avoid listing and managing large numbers of users on the permission profile for a file or folder, you should use a group-based permission system. Create your system as follows:

Design a folder and group system such that certain groups can be given permissions for parts of the system as appropriate.

Create folders, using descriptive names that describe the folder's contents—for example, Human Resource Content, Product Support Content, and so on. For more information, see "Creating a content folder" on page 56, "Creating a course folder" on page 82, and"Creating a meeting folder" on page 109.

Create groups, using descriptive names that describe the group's permissions—for example, Human Resource Content Managers, Shared Content Viewers, and so on. For more information, see "Creating a new group" on page 31.

Assign permission types for your groups to specific folders or files For example, assign the Human Resource Content Managers group permission to manage the Human Resources folder in the Shared Content folder. For more information, see "Setting content folder permissions" on page 58, "Setting course folder permissions" on page 84, and "Setting meeting folder permissions" on page 110.

Create users For more information, see "Creating a new user" on page 26.

Add users to groups Add users to whichever groups are necessary for them to obtain appropriate permissions. For more information, see "Assigning a user to groups" on page 28.

If you need to set up exceptions such as denying access to certain folders for a specific user, you can assign a user-based permission setting that takes precedence over the group permission, ensuring that access is prevented. User-assigned permissions always take precedence over group-assigned permissions (except for members of the Account Administrators group).

Note: To change permissions on a folder, you must open the folder before setting permissions.

For detailed steps on setting permissions for files and folders in the Content Library, see "Setting custom permissions for content files" on page 54 and "Setting content folder permissions" on page 58.

For detailed steps on setting permissions for folders in the Course Library, see "Setting course folder permissions" on page 84.

For detailed steps on setting permissions for folders in the Meeting Library, see "Setting meeting folder permissions" on page 110.

About multiple permissions precedence

If a user belongs to one or more groups, it is possible that multiple permissions apply to a single file or folder. In such a case, the user's permissions are resolved as follows (higher-numbered steps take precedence):

1. If the user acquires View, Publish, or Manage permissions through group-acquired permissions, then the permission granting the greatest access to features applies. These three group permissions are additive.
2. If the user acquires any Access Denied permission through group-acquired permissions, then all group-acquired View, Publish, or Manage permissions are removed and the user is not allowed access.
3. If the user acquires View, Publish, or Manage permissions through user-specific permissions, these are additive to the corresponding group-acquired permissions. In addition, these override any group-acquired Access Denied permission.
4. If the user is specifically assigned the Access Denied permission setting through user-specific permissions, then the user is denied access regardless of any group-acquired permissions.
5. If the user is a member of the Account Administrator group, then the account administrators permission applies regardless of any other individual or group setting.
6. If there are no permissions applied by either user or group (and none is inherited from a parent folder), then the user cannot access or perform any actions on the folder or file.

The following table illustrates the way that group and user permissions apply.

Group G1 permissions	Group G2 permissions	Union (G1, G2) permissions	User permissions	Resulting permissions
View	Publish	Publish	Manage	Publish+Manage
Manage	None	Manage	Publish	Publish+Manage
Access Denied	Publish	Access Denied	Manage	Manage

Group G1 permissions	Group G2 permissions	Union (G1, G2) permissions	User permissions	Resulting permissions
View	Manage	Manage	View	Manage
Manage	None	Manage	Access Denied	Access Denied
None	None	None	None	None

Here are some tips to keep in mind about permission precedence:

Setting user permissions Keep in mind that user-specific permissions are additive to the corresponding group-acquired permissions and override any group-acquired access denied permissions. Individual Access Denied permissions also override any group-acquired permissions.

User permissions take precedence over all group-acquired permissions. For example, to ensure that a specific user gets Manage permission for a content presentation, you can set the Manage permission for that specific user. This permission always applies, regardless of any other group permissions that are set.

Note: To simplify account management, it is best to assign permissions only at the group level, not at the individual level, whenever possible.

Setting group permissions Use group permissions to set rules for groups of users.

Ensuring that access is denied To ensure that access is denied, the Access Denied permission must be set for the specific user. This permission overrides any group-acquired permissions.

Ensuring access To ensure that a specific user is given at least Publish permission for a given content presentation, you must set their user-specific permission to Publish. Any group-acquired permissions are only additive; they cannot deny access.

CHAPTER 2
Managing Users and Groups

If you are an account administrator, you can create and manage users and groups as well as review accounts and customize the look of your installation of Macromedia Breeze. A group can contain both users and other groups. For instance, you can create a group called *Global* that contains a group for each country in which your company has an office (for example, *United States*, *Germany*, and so on). Each country group can contain a group for each office in that country (for example, *San Francisco*, *Boston*, and so on), and each office group can contain the users.

You can create and use groups to do the following:

- Assign groups of users Manage permissions for various folders in the Content, Course, or Meeting Libraries.
- Assign groups of users View permissions for folders in the Content Library.
- Assign groups of users who are also account authors Publish permissions for folders in the Content Library.
- Rapidly enroll groups of users in a course.

To access the user management functionalities of Macromedia Breeze Manager, click the Users tab at the top of the Breeze Manager window. You can perform the following tasks:

Navigate users and groups Navigate to specific users and groups. See "Navigating the Content Library" on page 39.

Manage your account Change your own password and time zone. See "Changing your password" on page 24 and "Changing your time zone" on page 26.

Add users Add new Breeze users to the system and then add them to or remove them from specific groups. See "Creating a new user" on page 26, "Assigning a user to groups" on page 28, and "Removing a user from groups" on page 29.

Manage users Edit any user's information or delete a user. See "Editing user information" on page 28 and "Deleting a user" on page 30.

Create groups Create new groups and add members to them or remove members from them. See "Creating a new group" on page 31, "Adding members to a group" on page 32, and "Removing members from a group" on page 32.

Manage groups Edit and delete groups. See "Changing a group name or description" on page 31 and "Deleting a group" on page 33.

View reports View reports, including information about the courses completed and the meetings attended by individual users. See "User reports" on page 126.

For information on assigning a user or group permissions for specific files and folders, see "Setting custom permissions for content files" on page 54, "Setting content folder permissions" on page 58, "Setting course folder permissions" on page 84, and "Setting meeting folder permissions" on page 110.

Navigating users and group lists

Most pages in Breeze Manager that list users and groups include a user navigation bar that allows you to quickly find specific users and groups.

The individual parts and functions of the user navigation bar are as follows:

Show Allows you to select whether you want to show users and groups, users only, or groups only.

Display Allows you to select the number of users and groups to display per page. You can choose from 25, 50, 100, or 200. The default number is 25. If you have more users and groups than this number, a Next page link is displayed at the bottom of the page.

Name Allows you to enter the initial characters of a user or group name that you want to be displayed first in the list. For users, enter the first characters of the user's last name. This is not a search filter; it simply changes which user or group is displayed first in the list, so that you don't need to navigate through many pages in the list to get there.

To locate a specific user or group:

1. From any page in Breeze Manager that lists users or groups, enter the first few characters of the user or group name in the Name text box.
2. Click the Go button next to the text box.

   The list of users or groups is refreshed, with the names in the list starting with the characters you specified at the top of the list.

Managing your account

You can manage your own account by doing the following:

- "Changing your password" on page 24
- "Changing your time zone" on page 26

Changing your password

Every user can change their own password.

Note: You are the only person who can change your password. Account administrators cannot change it. If you forget your password, click the "Forgot your password? Click here" link when attempting to log in to Breeze Manager.

To change your password:

1. Click the Home tab at the top of the Breeze Manager window.
2. Click the Change My Password link, located under the Actions area of the home page.

   The Change My Password page appears.
3. In the three input text boxes, enter your current (old) password, a new password, and then your new password again for confirmation.

   Note: Passwords are case-sensitive.
4. Click the Save button.

   The Home page appears.

Changing your time zone

Every user can change their own time zone. The time zone is used for setting the time when sending out meeting invitations and for displaying times in reports. Times are displayed in your local time zone.

To change your time zone:

1. Click the Home tab at the top of the Breeze Manager window.
2. Click the Change My Time Zone link, located under the Actions area of the home page.

   The Change My Time Zone page appears.
3. Select your time zone from the Time Zones pop-up menu.
4. Click the Save button.

   The Home page appears.

Managing users

If you are an account administrator, you can manage users by doing the following:

- "Creating a new user" on page 26
- "Viewing user information" on page 27
- "Editing user information" on page 28
- "Assigning a user to groups" on page 28
- "Removing a user from groups" on page 29
- "Deleting a user" on page 30

Creating a new user

If you are an account administrator, you can create new users. When you create a new user, you set the following:

New User Information At a minimum, you must provide the user's first name, last name, and e-mail address (to be used as their login), and an initial password. An initial password is created by Breeze Manager. You can use this password or change it to another value. The user can change their password after logging in. See "Changing your password" on page 24.

Email the new user their account information, login and password An option you can select if you want to send the new user an e-mail containing their account information. The e-mail contains the following: the account name; the name and e-mail of the person who created the user; user information, including the user name, login, and password; a getting started link; and support information.

Include link for downloading PowerPoint plugin in email An option you can select if you want the e-mail that is sent to the new user to contain a link for downloading the Macromedia Breeze Plug-In for Microsoft PowerPoint. Send the Breeze Plug-In for PowerPoint link only if the user will be a member of the Account Author group and will be able to publish presentations. You can select this option only if you also select the Email the new user their account information, login and password option.

Group Memberships A list of all the groups to which you want to add the user. You can also add or remove the user from groups after they are created. See "Assigning a user to groups" on page 28, "Removing a user from groups" on page 29, "Adding members to a group" on page 32, or "Removing members from a group" on page 32. For more information on the built-in groups, see "Permissions for built-in groups" on page 16.

To create a new user:

1. Click the Users tab at the top of the Breeze Manager window.
2. Click the New User button in the navigation bar.

   The New User Information page appears.
3. Enter the new user's information, including the first name, last name, and e-mail address.
4. If you want to change the initial password for the user, enter a new password in the password text box.
5. If you want to send the new user an e-mail containing their account information, leave the Email the new user their account information, login and password check box selected; otherwise clear it.
6. In the Group Memberships area, select the check boxes next to the groups to which you want to add the new user.
7. Click the Save button.

Viewing user information

If you are an account administrator, you can view information about any user, such as their e-mail address, first name, last name, and group memberships.

To edit user information, see "Editing user information" on page 28, "Assigning a user to groups" on page 28, or "Removing a user from groups" on page 29.

To view a user's information:

1. Click the Users tab at the top of the Breeze Manager window.
2. Navigate to the user whose information you want to edit.

   For more information on navigating, see "Navigating users and group lists" on page 24.
3. Click the user name.

   The User Information page appears.

Editing user information

If you are an account administrator, you can edit any user's information. This includes their e-mail address (which is their Breeze login), and their associated first name and last name.

To change your own password, see "Changing your password" on page 24.

Note: You can change only your own password. You cannot change another user's password. Users who forget their password should click the "Forgot your password? Click here" link when attempting to log in to Breeze Manager.

To edit a user's information:

1. Click the Users tab at the top of the Breeze Manager window.
2. Navigate to the user whose information you want to edit.

   For more information on navigating, see "Navigating users and group lists" on page 24.
3. Click the user name.

   The User Information page appears.
4. Do one of the following:
   - Click the Edit Information link in the navigation trail.
   - Click the Edit link next to User Information in the green bar.

   The Edit Information page appears.
5. Edit the user e-mail (login), first name, or last name.
6. Click the Save button.

Assigning a user to groups

There are two ways that you can add a user to a group:

From the Users and Groups page You select the group and then select the users whom you want to add to the group. This is covered in group management; see "Adding members to a group" on page 32.

From the Users page You select the user and then select the groups to which you want to add the user.

To assign a user to groups from the User Information page:

1. Click the Users tab at the top of the Breeze Manager window.
2. Navigate to the user whom you want to add to groups.

   For more information on navigating, see "Navigating users and group lists" on page 24.
3. Click the user name.

   The User Information page appears.
4. Click the Edit Group Membership link in the navigation trail.

   The Edit Group Membership page appears.
5. Select the check boxes next to the groups to which you want to add the user.

   Note: If the user already belongs to a group, that group's check box is already selected.
6. If the list of groups spans several pages and you want to add the user to the selected groups and then continue navigating to other groups, do one of the following:
   - Click the Next page link at the bottom of the page.
   - Click the Save button.

   Note: After you add a user to a group on this page, you cannot immediately remove them. You must finish adding them to groups and then remove the user from the group afterward. See "Removing a user from groups" on page 29 or "Removing members from a group" on page 32.

   The User Information page appears.

Removing a user from groups

There are two ways that you can remove a user from a group:

From the Users page You select the user and then select the groups from which you want to remove the user. This is user management and is covered in this section.

From the Users and Groups page You select the group and then select the users you want to remove from the group. This is covered in group management; see "Removing members from a group" on page 32.

To remove a user from groups:

1. Click the Users tab at the top of the Breeze Manager window.
2. Navigate to the user whom you want to remove from any groups.

   For more information on navigating, see "Navigating users and group lists" on page 24.
3. Click the user name.

   The User Information page appears.
4. Click the View Group Membership box.

   The Edit Group Membership page appears.
5. Select the check boxes next to the groups from which you want to remove the user.
6. Click the Save button.

The User Information page appears.

Deleting a user

If you are an account administrator, you can delete any user. Deleted users are permanently deleted from the system. When a user is deleted, the following occurs:

- The user is removed from all group lists.
- The user is removed from the enrollee lists for all courses.
- The user is removed from the participants lists for all meetings.
- Reports for the user are no longer available.
- The user no longer shows up in course reports. This means that the user's results are no longer included in the course statistics.

If you want to retain the user's scores for calculations of course statistics, do not delete the user. Instead, do the following:

- Remove the user from all groups. See "Removing a user from groups" on page 29.
- Create a group called *Inactive users* (or something similar) that has access denied permission for the Content, Course, and Meeting Libraries. See "Creating a new group" on page 31 and "Adding members to a group" on page 32.
- Make the user a member of the Inactive users group. See "Assigning a user to groups" on page 28 or "Adding members to a group" on page 32.

To delete a user:

1. Click the Users tab at the top of the Breeze Manager window.
2. In the user and group list, navigate to the user you want to delete.

   For more information on navigating, see "Navigating users and group lists" on page 24.
3. Select the check box for the user that you want to delete.
4. Click the Delete button.

   The Delete page appears.
5. Click the Delete button.

Managing groups

If you are an account administrator, you can manage groups by doing the following:

- "Creating a new group" on page 31
- "Viewing group information" on page 31
- "Changing a group name or description" on page 31
- "Adding members to a group" on page 32
- "Removing members from a group" on page 32
- "Deleting a group" on page 33

Creating a new group

If you are an account administrator, you can create groups.

After you create a group, you should add the group to the permissions profile of folders or files in the Content, Course, or Meeting Libraries. For example, you may want to give the group Manage permissions for the Shared Content folder in the Content Library or the Shared Course folder in the Courses Library. For more information, see "Setting content folder permissions" on page 58 or "Setting course folder permissions" on page 84.

To create a new group:

1. Click the Users tab at the top of the Breeze Manager window.
2. Click the New Group button in the navigation bar.

   The New Group Information page appears.
3. Enter a group name.

   The group name can be up to 30 characters in length and can contain spaces and alphanumeric characters.
4. Enter an optional group description.

   The group description can be up to 2048 characters in length.
5. Click the Save button.

   The Users and Groups page appears. To add members to the new group, see "Adding members to a group" on page 32. To add the group to the permissions profiles of folders or files, see "Setting content folder permissions" on page 58 or "Setting course folder permissions" on page 84.

Viewing group information

If you are an account administrator, you can view information about any group. This includes the group name, description, and a list of members.

To edit group information, see "Changing a group name or description" on page 31, "Adding members to a group" on page 32, or "Removing members from a group" on page 32.

To view a group's information:

1. Click the Users tab at the top of the Breeze Manager window.
2. Navigate to the group whose information you want to view.

   For more information on navigating, see "Navigating users and group lists" on page 24.
3. Click the group name.

   The Group Information page appears.

Changing a group name or description

If you are an account administrator, you can edit the name or description for any group.

Note: You can change the names of the built-in groups, but doing so is not recommended.

To change a group name or description:

1. Click the Users tab at the top of the Breeze Manager window.
2. Navigate to the group whose name or properties you want to change.

   If the list of users and groups is long, select Groups Only from the Show pop-up menu. For more information on navigating, see "Navigating users and group lists" on page 24.
3. Click the group name.

   The Group Information page for the group appears.
4. Do one of the following:
   - Click the Edit Information link in the navigation trail.
   - Click the Edit link next to Group Information in the green bar.

   The Edit Information page appears.
5. Edit the group name or description.
6. Click the Save button.

Adding members to a group

If you are an account administrator, you can add both users and groups to a group.

To add members to a group:

1. Click the Users tab at the top of the Breeze Manager window.
2. Navigate to the group to which you want to add members.

   If the list of users and groups is long, select Groups Only from the Show pop-up menu. For more information on navigating, see "Navigating users and group lists" on page 24.
3. Click the group name.

   The Group Information page for the group appears.
4. Click the Edit Group Membership link in the navigation trail.

   The Edit Group Membership page appears.
5. Select the check boxes next to the users and groups that you want to add.

   Note: If a user is already a group member, their check box is already selected.
6. To add the selected users and groups to the group, click the Save button.

   Note: After you add a user or group to the group on this page, you cannot immediately remove it. You must finish adding members and then remove the user or group afterward. See "Removing members from a group" on page 32.

   The Group Information page appears.

Removing members from a group

If you are an account administrator, you can remove any members from a group.

To remove members from a group:

1. Click the Users tab at the top of the Breeze Manager window.
2. Navigate to the group from which you want to remove members.

   If the list of users and groups is long, select Groups Only from the Show pop-up menu. For more information on navigating, see "Navigating users and group lists" on page 24.
3. Click the group name.

   The Group Information page for the group appears.
4. If the list is long, navigate to the users and groups that you want to remove.

   Note: If the number of group members is large and the members you want to remove are listed on separate pages, you can repeat steps 4 through 7 as necessary, or you can display more group members on the same page by selecting a higher number in the Display pop-up menu. For more information on navigating, see "Navigating users and group lists" on page 24.
5. Do one of the following
   - Click the Edit Group Membership link in the navigation trail.
   - Click the View Group Members box.

   The Edit Group Membership page appears.
6. Select the check boxes for the users that you want to remove from a group
7. Click the Save button.

   The Group Information page appears.

Deleting a group

If you are an account administrator, you can delete any group except the built-in groups.

Before deleting a group, consider the impact on permissions of the members and other groups. If the group was added to the permissions profile for any file or folder in any Library, deleting the group affects the permissions of members. The previous members no longer have permissions for those files or folders (unless the members also belong to other groups with permissions for those files or folders).

To delete a group:

1. Click the Users tab at the top of the Breeze Manager window.

   The Users and Groups page appears.
2. In the user and group list, navigate to the group you want to delete.

   If the list of users and groups is long, select Groups Only from the Show pop-up menu. For more information on navigating, see "Navigating users and group lists" on page 24.
3. Select the check boxes for the groups that you want to delete.
4. Click the Delete button.

   The Delete page appears.
5. Click the Delete button.

CHAPTER 3
Managing the Content Library

Note: The information described in this chapter does not apply if you purchased only the Macromedia Breeze Live module of the Macromedia Breeze Presentation platform.

All Macromedia Breeze content is contained and organized in a directory of folders called the Content Library. The Content Library does not look the same to all users, because users have various permissions for viewing and managing folders.

You access the Content Library by clicking the Content tab at the top of the Breeze Manager window. As you navigate the content folders, the names of the folders are displayed as a navigation links trail near the top of the browser window.

Within the Content Library, you can perform the following tasks:

Navigate and view content Navigate to and view specific content files. See "Navigating the Content Library" on page 39 and "Viewing content" on page 40.

Organize the Content Library Create, edit, delete, and move content files and folders within your Content Library. To complete these tasks, you must have Manage permissions for the Content Library. See "Managing content files" on page 48 and "Managing content folders" on page 56.

Add content to the Content Library Add SWF files, JPEG files, FLV files, or other supported content to your Content Library. See "Adding new content" on page 47.

Set Content Library permissions Control which users and groups can access and manage specific content files and folders in your library by assigning permissions. To assign permissions, you must have Manage permissions for that content folder. See "Setting custom permissions for content files" on page 54 and "Setting content folder permissions" on page 58.

E-mail content URL E-mail to others a URL link to view your content. You can set permissions for the content so that a user name and password are not necessary for viewing it. See "Sending a content URL for viewing by e-mail" on page 50.

Download content Download content files to host on your own intranet or to burn onto a CD. See "Downloading content" on page 51.

Access your My Content folder If you are an account author, access your own private workspace called My Content folder. See "Structure of the Content Library" on page 37.

Access the Users Content folder If you are an account administrator, access the Users Content folder, which contains the private workspace folders for all the account authors. See "Structure of the Content Library" on page 37.

View reports View content reports containing information about how often content files have been viewed and, if appropriate, slide summary information and answer summary information. See "Content reports" on page 123.

Types of files in the Content Library

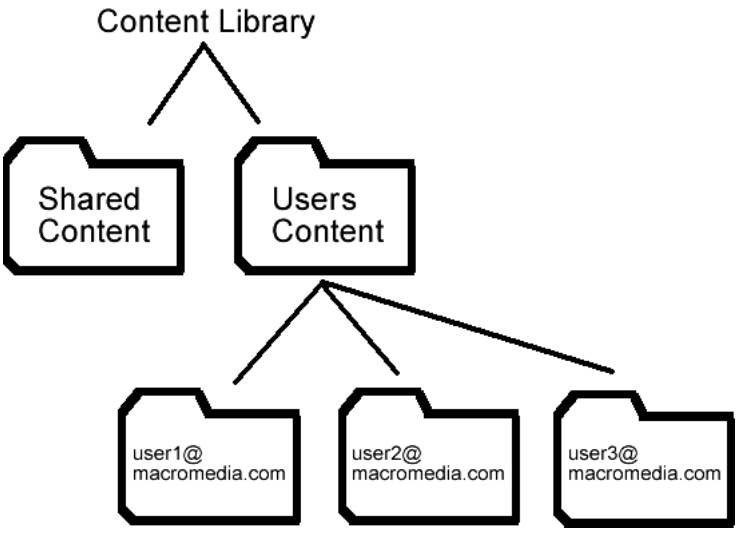
All content in the Content Library must be one of the following types of media: a Breeze presentation, a Macromedia Flash application (SWF file), a Macromedia Flash video (FLV file), or an image (JPEG file). A Breeze presentation is a multimedia presentation containing slides, streaming audio, synchronized animation, and navigation controls. It is created by an account author from PowerPoint slides with a Macromedia Breeze Plug-In for Microsoft PowerPoint, and is uploaded to the server.

Each file type is represented by a separate icon in the Content Library.

File type	File suffix	File icon
Breeze presentation	N/A	
Macromedia Flash movie	SWF	
Macromedia Flash video	FLV	
Image	JPG	

Structure of the Content Library

The Content Library is structured as follows:



Shared Content This folder is initially empty. You can place content here that will be accessed or manipulated by multiple users. This folder is visible to all users. Account administrators and course managers can manage it, and account authors can publish to it.

Users Content This folder consists of individual user folders, one for each account author. When a user is assigned to the Account Author group, an individual user folder is created here. This folder is visible only to account administrators and course managers who have permission to manage it. Account authors cannot publish to the Users Content folder; they can publish only to their individual user folder within it.

My Content Each account author has their own folder within the Users Content folder. The actual name of the folder is the user's user name (which is their e-mail address). My Content shortcuts in the application point to a user's specific folder in the Users Content folder. Account administrators and course managers can manage these folders, and account authors can publish to their individual folder only.

Note: Other users may have Manage or Publish permissions for these folders as well, if an account administrator gives a group or user specific permissions.

Content Library permissions

The ability to view, manage, and publish content to various folders in the Content Library is determined by what groups a user belongs to and what individual permissions have been assigned to a user for specific files and folders.

Content permissions for built-in groups

The features that are accessible to each built-in group are shown in the following table.

Group	Shared Content folder	Users Content folder	My Content
Account Administrator	Manage / no Publish	Manage / no Publish	Manage individual user folders / no Publish / do not have their own folder
Account Author	None	None	Publish / have their own folder / no Manage
Course Manager	Manage	Manage	Manage individual user folders / do not have their own folder
Account Meeting Administrator	None	None	None

Content permissions for permission types

A summary of Content Library functionalities allowed for each permission type is shown in the following table.

Functionality	Access denied	View	Publish	Manage
Navigate/ search content folders	X	✔	✔	✔
View content file information	X	✔	✔	✔
View content files	X	✔	✔	✔
Publish/update presentations	X		✔	
Add SWF, FLV, or JPEG files	X		✔	
Move content files	X			✔
Delete content files	X			✔
Edit content file information	X			✔
Send e-mail messages containing links that send return receipts	X		✔	✔
Download content	X			✔
Set content file permissions	X			✔
Create content folders	X			✔
Move content folders	X			✔
Delete content folders	X			✔
Set content folder permissions	X			✔
View reports	X			✔

Functionality	Access denied	View	Publish	Manage
View My Content	X		✔	✔
View Users Content*	X			

* Must be a member of the Account Administrator group.

For more information on how permissions are figured for a user belonging to multiple groups and having multiple permissions, see "About multiple permissions precedence" on page 20.

Navigating the Content Library

You can navigate the Content Library if you know the location of the content that you want to view or if you want to browse the Content Library.

Navigation controls exist for the following:

- "Opening a folder" on page 39
- "Moving up one directory level" on page 39
- "Returning to any higher parent directory level" on page 39

Opening a folder

You open a folder by selecting the folder name in the display list.

To open a content folder:

- Select the name of the folder.

  The folders and files within that content folder are displayed, and the name of the selected directory is displayed in the navigation links trail near the top of the browser window.

Moving up one directory level

You can move up to the parent folder, the folder one level above the current folder, by clicking the Up One Level button in the navigation bar above the content list.

To move up one folder:

- Click the Up One Level button in the navigation bar above the content list.

  The folders and files within the parent folder are displayed. The name and location of the parent folder are displayed in the navigation links trail near the top of the browser window.

Returning to any higher parent directory level

Above the navigation bar is a trail of navigation links, indicating your current location in the directory structure. You can move up to any parent folder, not just the one immediately above the current folder, by clicking the name of the parent directory in this list of navigation links. Using the navigation links enables you to navigate quickly to any of the parent folders.

To return to any parent folder:

- Click the name of the parent directory in the navigation links trail above the navigation bar.

The folders and files within the higher parent directory are displayed. The name and location of the parent folder are displayed in the navigation links trail near the top of the browser window.

Searching the Content Library

You can view information about a content file and open a content file from within the Breeze Manager application. You can also view a content file by browsing to it directly in a browser window. When you open a Breeze presentation for viewing, you have complete control over the slide navigation, audio, and layout.

Viewing content

You can quickly locate a file by using keywords to search the Content Library. The input text box for entering search keywords is located on the Breeze Manager home page.

To use keywords to search for content:

1. Click the Home tab at the top of the Breeze Manager window.
2. Type one or more keywords into the Search Breeze input text box.
3. Click the Go button.

   The name and information about all content that includes the keywords are shown in the browser window, along with a file preview.

Note: You can go to the Content Information page for a specific file by selecting the content name in the list of search results. For more information, see "Viewing content information" on page 40.

Viewing content information

Every content file has a Content Information page that contains the title, summary, and viewing URL. For presentations, you also see the presentation length, number of slides, and speaker information.

The Content Information page includes the following information:

Title The title of the file or presentation.

Duration The number of slides and total audio length of the presentation.

Disk usage The approximate file size of the content (in kilobytes).

Permissions The permissions set for the content (if no specific permissions are set, the content inherits the permissions of the folder that the content is contained in).

URL for Viewing The URL where you can view the content. You can click this URL to view the content directly, or you can enter the URL in the address text box of an open browser window.

Summary A summary describing the content.

Breeze presentations also include the following information about the speaker:

Speaker information The speaker's name, title, and company. Breeze presentations include this information about the speaker.

Note: For information about editing content information, see "Editing content information" on page 49.

To view information about a presentation or file:

1. Click the Content tab at the top of the Breeze Manager window.
2. Locate the content that you want to view.
3. Select the content title.

   The Content Information page appears.

Opening Breeze content

You can view the contents of a Breeze file or presentation in one of three ways:

- "Opening Breeze content from the Content Library" on page 41
- "Opening Breeze content from a search list" on page 41
- "Viewing Breeze content in a browser window" on page 42

Note: To view Breeze presentations, Flash movies, or Flash videos, you must have the appropriate version of Macromedia Flash Player. For more information, see "System requirements" on page 7.

Opening Breeze content from the Content Library

You can open content from within Breeze Manager after you locate it in the Content Library.

To view a content file from the Content Library:

1. Click the Content tab at the top of the Breeze Manager window.
2. Browse the Content Library and locate the file that you want to view.
3. Select the name of the file to view its Content Information page.
4. Click the file's URL for Viewing link.

   A new browser window opens and displays the selected file or presentation.

Opening Breeze content from a search list

You can open content from within Breeze Manager after you locate it by searching the Content Library.

To view a file or presentation from a search results list:

1. Click the Home tab at the top of the Breeze Manager window.
2. Type one or more keywords into the Search Breeze text box.
3. Click the Go button.

   The name and information about all content that includes the keywords are shown in the browser window, along with a file preview.
4. Click the link of the content that you want to view.

The content that you selected appears in a new browser window.

Viewing Breeze content in a browser window

You do not have to open Breeze content from within Breeze Manager. Once you have the URL for viewing the file, you can also browse to it directly from any browser window.

Note: You obtain the URL for viewing the file from the Content Information page in Breeze Manager or from the presenter or another viewer. For more information, see "Viewing content information" on page 40.

To view a file or presentation directly in a browser window:

1. Open a browser window.
2. Enter the URL for viewing the content in the browser URL address text box.

   The Breeze content is displayed in the browser window.

   Note: If the content is not publicly accessible, you may need to log in before you can view the file. For more information, see "About Breeze content security" on page 42.

About Breeze content security

When you use Breeze Manager to locate content, you see content folders and files only in the Content Library that you have permission to view. Thus, you can open any file for viewing from your Content Library.

Note: Folder and file access permissions are set in the Breeze account administration application by an account administrator or content publisher. For more information, see the *Publishing Macromedia Breeze Presentations* guide.

If, however, you access Breeze content directly in a browser window by using a URL, you may or may not be able to view the content. One of the following situations occurs:

- If the Breeze content is accessible to the public or you are logged in to your Breeze account, you see the Breeze content displayed in the browser window.
- If the Breeze content has restricted access and you are not currently logged in to your Breeze account, the Breeze login screen appears and you must log in before you can view the file. Even if you have a valid Breeze account, you cannot log in and view the file unless you have permission from the Breeze content publisher or administrator to view that specific file.

Viewing a Breeze presentation

A Breeze presentation is a multimedia presentation containing slides, streaming audio, synchronized animation, and navigation controls. When you open a Breeze presentation for viewing, a new browser window opens and the Breeze presentation begins loading. If there is no summary slide for the presentation, the presentation automatically begins to play after loading. If there is a presentation summary slide, you must click the Start Presentation button or a slide title in the presentation outline to begin the presentation.

When viewing a Breeze presentation, you have complete control over the slide navigation, audio, and layout.

Breeze presentation layout

The layout of a Breeze presentation consists of four main parts:

Presentation The main part of the browser window, which displays the presentation slides.

Presentation outline A pane on the left side of the browser window for displaying the name of the presentation, the speaker information, and the names of all the slides. You can use this list of slides to navigate the presentation. For more information, see "Using the presentation outline" on page 43.

Presentation control bar A control bar at the bottom of the presentation, which gives you control over the presentation layout, the playback, and the audio. For more information, see "Using the presentation control bar" on page 44.

Slide notes Notes that you can display at the bottom of the presentation window, to supplement a slide. For more information, see "Viewing slide notes" on page 45.

Using the presentation outline

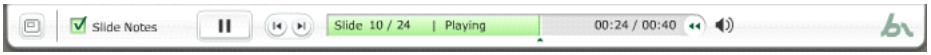
Most Breeze presentations include a presentation outline on the left side. This outline lists the name of the presentation, the speaker information, and the name of each slide in the presentation. You can use this outline to see a list of all slides in the presentation and to move to a specific slide in the presentation.

The presentation outline is characterized by the following:

- The current slide is highlighted in the outline.
- The entire name of a slide title is displayed when you place the mouse over it.
- You can move to any slide in the Breeze presentation by clicking the slide name in the presentation outline.

Using the presentation control bar

You can control the presentation display and playback by using the control bar located at the bottom of the presentation.



From left to right, the presentation control bar includes the following:

Full-screen mode button A toggle button that allows you to change the viewing mode of the presentation. For more information, see "Changing to full-screen viewing mode" on page 45.

Slide Notes check box An option that you can select so that any notes associated with a slide are displayed at the bottom of the presentation. For more information, see "Viewing slide notes" on page 45.

Play/Pause button A toggle button that allows you to pause and then resume play of the current slide.

Previous/Next slide buttons Buttons that allow you to move to the previous or next slide in the presentation.

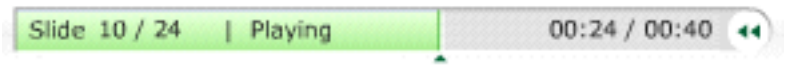
Slide progress bar A progress bar that displays information about the current slide and provides controls for navigating it. For more information, see "Using the slide progress bar" on page 44.

Mute button A toggle button that mutes the audio playback.

Using the slide progress bar

Within the presentation control bar is a slide progress bar that displays information about the current slide and provides controls for navigating it.

From left to right, the slide progress bar includes the following:



Slide number status Shows the current slide and the total number of slides.

Slide status Shows the status of the current slide. Values include Playing, Stopped, No audio, or Presentation complete.

Slide position marker Shows and controls the playback location within the current slide. The position marker moves as the slide plays, turning the slide progress bar green as it moves. You can drag the marker arrow forward or back in the current slide to change your location within the slide playback. You can also click a specific location in the progress bar to move the slide marker position and slide playback to that position.

Slide audio status Shows the current and total audio length of the current slide.

Slide playback back button Moves your playback location in the current slide backward. Click this button multiple times to continue moving farther backward in the slide playback.

Changing to full-screen viewing mode

You can view Breeze presentations in several modes:

Normal The default viewing mode. It includes the presentation controls at the bottom of the browser window and a presentation outline (if it exists) on the left.

Full-screen An optional viewing mode in which the presentation outline is removed and the size of the presentation slides is increased to fill your browser window. This is the default viewing mode if a presentation does not contain a presentation outline.

Full-screen with no controls An optional viewing mode in which both the presentation outline and navigation controls are removed.

You toggle between these modes by clicking the full-screen mode button in the lower right corner of the Flash Player window. If a presentation outline exists, you toggle between three viewing modes. If a presentation outline does not exist, you toggle between two viewing modes.

To toggle between viewing modes:

1. Click the full-screen mode button in the lower right corner of the Flash Player window.

   If a presentation outline is originally visible, the Breeze presentation switches to full-screen mode with no presentation outline. If a presentation outline is not originally visible, the Breeze presentation switches to full-screen mode with no controls.
2. Click the full-screen mode again to change viewing modes.

   If presentation controls are originally visible, the Breeze presentation switches to full-screen mode with no presentation outline and no presentation controls displayed. If presentation controls are not originally visible, the Breeze presentation switches to normal viewing mode with or without a presentation outline.

Viewing slide notes

When creating a presentation in PowerPoint, a speaker can choose to enter notes for specific slides. If any slide notes exist, you can view them in the Breeze presentation.

Note: Not all slides or presentations contain speaker notes.

When slide notes are displayed, they appear at the bottom of the presentation window. You cannot change the size of the slide notes window. Any content in the presentation behind the notes window is dimmed.

To view slide notes:

- Select the Slide Notes check box in the presentation control bar, if it is not already selected.

  The notes window appears at the bottom of the slide. If no notes exist for the current slide, the message “No notes for this slide” is displayed in the notes window.

To close slide notes:

- Deselect the Slide Notes check box in the presentation control bar, if it is selected.

  The notes window disappears from the bottom of the slide.

Navigating between slides

You can navigate between slides during playback by using either of the following:

- The presentation control bar
- The presentation outline

Note: Not all presentations have a presentation outline.

To move to the previous slide by using the presentation control bar:

- Click the Previous slide button in the presentation control bar.

To move to the next slide by using the presentation control bar:

- Click the Next slide button in the presentation control bar.

To move to the next slide by using the presentation outline:

- Click the title of a slide in the presentation outline.

For more information, see "Using the presentation control bar" on page 44 or "Using the presentation outline" on page 43.

Navigating within the current slide

The options for controlling playback of the current slide are as follows:

- Pause and resume slide playback.
- Move to a specific location in the slide playback.
- Move backward in the slide playback.

To pause slide playback:

- To pause playback, click the Pause button in the presentation control bar.

  The button changes from a Pause button to a Play button.

To resume slide playback:

- To resume playback, click the Play button in the presentation control bar.

  The button changes from a Play button to a Pause button.

To move to a specific location in the slide playback:

- Do one of the following:
  - Click a specific location in the slide progress bar to move the slide playback to that position.
  - Drag the position marker arrow in the slide progress bar forward or backward to change your location within the current slide's playback.

To move to a specific location in the slide playback:

1. Click the slide playback Back button in the slide progress bar to move your playback location backward by a specific amount.
2. Click the Back button multiple times to continue moving farther backward in the slide playback.

For more information on the location of these controls, see "Using the presentation control bar" on page 44.

Muting the presentation audio

You can turn the presentation audio on and off by using the Mute toggle button in the presentation control bar.

Note: Not all slides or presentations contain audio.

If a slide does not have any audio, the text "No audio" is displayed as the slide status in the slide progress bar. The slide still has an audio length and is displayed for that period of time before the next slide is displayed. This time is set by the presentation speaker.

To mute the audio:

- In the presentation control bar, click the Mute audio button.

To enable the audio:

- In the presentation control bar, click the Mute audio button again.

Adding new content

You can add Breeze presentations, Flash applications (SWF files), Flash videos (FLV files), and images (JPEG files) to the Content Library. For more information on the types of files that can be added to the Content Library, see "Types of files in the Content Library" on page 36.

Within Breeze Manager, there are two ways to add content to the Content Library:

Uploading SWF, FLV, and JPEG files from Breeze Manager You can upload SWF, FLV, and JPEG files to the Content Library from Breeze Manager. For more information, see "Uploading SWF, FLV, and JPEG files from Breeze Manager" on page 47.

Publishing Breeze presentations from PowerPoint To add Breeze presentations to the Content Library, you must use the Breeze Publish Wizard from PowerPoint. For more information, see *Using the Macromedia Breeze Publish Wizard*.

Note: If a presenter uploads content from a Breeze meeting room, the content is not placed in the Content Library but in the Meeting Library. For more information, see the *Presenting in a Breeze Meeting* guide.

Uploading SWF, FLV, and JPEG files from Breeze Manager

Only account authors can upload SWF files, FLV files, and JPEG files to the Content Library.

To upload a content file:

1. Click the Content tab at the top of the Breeze Manager window.
2. Navigate to the location where you want to add the new content file.
3. Click the New Content button, located in the menu bar above the content listing.
4. On the Enter Content Information page, in the Select Content File area, click the Browse button to locate the file that you want to upload.

The Choose file window opens

5. When the content is located, click the Open button.

   Note: You can upload only FLV, JPEG, PPC, PPT, and SWF files or a packaged pod.

6. In the Enter Content Information area, enter a title for the new content file and a summary.

   Note: The title is required. The summary is optional.

7. Click the Save button.

   The file is uploaded to the Breeze server and appears in the content folder.

   Note: If you attempt to upload a file of an unsupported file type, the Upload New Content File page reappears so that you can browse to a new file.

Managing content files

Account administrators, course managers, and users with permission to manage a specific Content Library folder can organize the Content Library by moving and deleting content files. These users can also set permissions for individual files.

You can manage content folders by doing the following:

- "Moving a content file" on page 48
- "Deleting a content file" on page 49
- "Editing content information" on page 49
- "Sending a content URL for viewing by e-mail" on page 50
- "Downloading content" on page 51
- "Setting custom permissions for content files" on page 54

Moving a content file

Account administrators, course managers, and users with permission to manage a specific Content Library folder can move content folders. When you move a content folder, all the contents within the folder are also moved to the new location.

To move a content file:

1. Click the Content tab at the top of the Breeze Manager window.
2. Navigate to the location of the content files that you want to move.
3. Select the check boxes to the left of the content files that you want to move.
4. Click the Move button, located in the menu bar above the content listing.

   The Move window appears, listing the items that you have selected and allowing you to specify their new folder location.

5. Navigate to the folder location where you want to place the content files by clicking the folder titles or the Up One Level button.

   As you navigate to the new location, the new destination is shown in the upper right of the Breeze Manager window.

6. Click the Move button.

   The Move Successful page appears, confirming that the move was successful.

7. Click OK.

Deleting a content file

Account administrators, course managers, and users with permission to manage a specific Content Library folder can delete content files. When content files are deleted, they are *permanently deleted* and the information *cannot be retrieved*.

To delete a content file:

1. Select the Content tab at the top of the Breeze Manager window.
2. Navigate to the files that you want to delete.
3. Select the check boxes to the left of the files that you want to delete.
4. Click the Delete button in the menu bar above the content listing.
5. On the Delete page, click the Delete button to permanently delete the selected items.

Editing content information

Account administrators, course managers, and users with permission to manage a specific Content Library folder can edit the information for a content file. You can modify the content title, summary information, and speaker information.

To edit content information:

1. Click the Content tab at the top of the Breeze Manager window.
2. Navigate to the content file whose information you want to edit.

   For more information, see "Viewing content" on page 40.

3. In the content list, select the name of the content file.

   The Content Information page appears.

4. Click the Edit Information link in the navigation list.

   The Edit Information page appears.

5. Edit the content information (either the content title or the summary) and the speaker information (if visible).

   Note: The first time that you edit content information for a Breeze Presentation file you must include information about the content speaker (first name and last name at a minimum).

6. Do one of the following:

   - Click the Save button

     Note: If you save the content with a new name, the new file name is visible in Breeze, but the content is not changed.

   - Click the Save and Rebuild button.

Note: This option is visible only if you are editing a Breeze Presentation file. If you rename a Breeze Presentation file and click Save and Rebuild, the Breeze Presentation file is rebuilt with the new file name visible in the presentation.

The Content Information page appears.

Sending a content URL for viewing by e-mail

Every content file in the Content Library has a unique URL that is used to view the contents of the file. You can send this URL to other people by e-mail from within Breeze Manager.

When you use Breeze Manager to send the URL to other people, a unique version of the URL is created for each e-mail recipient. This process has two main advantages over sending the URL by pasting it into an e-mail in your own e-mail client:

- You can request that a return receipt be sent to you when each e-mail recipient views the content file by using the web link sent to them. The recipients can be tracked because a unique URL for viewing was created for each of them.
- The content is available to each recipient for viewing without requiring them to log in with a Breeze user name and password *even if* the permission for the content file in the Content Library is not set for public viewing.

To e-mail a content file URL:

1. Click the Content tab at the top of the Breeze Manager window.
2. Navigate to the content file for which you want to send the e-mail notification.

   For more information, see "Navigating the Content Library" on page 39.
3. Select the name of the content file for which you want to send the e-mail notification.

   The Content Information page appears.
4. Click the Email link in the navigation bar.
5. On the Email Link page, enter the e-mail addresses for all recipients in the To text box.

   Separate multiple e-mail addresses with commas. A unique URL is created for each e-mail recipient.
6. Edit the Subject and Message Body text boxes as appropriate.

   Note: Do not delete the information in the braces ("{tracking-url}") in the message body. This is a placeholder that is replaced with the content URL in the generated e-mail.
7. To receive an e-mail notification when any recipient views the content file, leave the check box next to "Generate a return receipt when presentation is viewed" selected; otherwise clear the check box.
8. Click the Send button.

   The e-mail is sent.

Downloading content

If you are an account administrator or you have Manage permissions on the content, you can download compiled Breeze presentations as Zip files to your own computer from the Breeze server. This allows you to place them on your own intranet or burn them onto a CD.

Note: Your Breeze account must be enabled for this option. For enabled Breeze accounts, the total number of downloads is restricted to a number that is set up with your Breeze account.

Downloading JPEG, SWF, or FLV files

Users who have at least Manage permissions can download JPEG, SWF, and FLV files to their computers.

To download a JPEG, SWF, or FLV file:

1. Click the Content tab.
2. Navigate to the content file that you want to download.

   For more information, see "Viewing content" on page 40.
3. Select the name of the content file that you want to download.

   The Content Information page appears.
4. Click the Download Content link in the navigation bar.

   The Download Content page appears.
5. Right-click the Download File link and select Save Target As.

6. In the Save As dialog box, navigate to where you want to save the file.
7. Click the Save button.

   Note: You may want to replace the default suggested filename with a more appropriate name.

8. Click the Save button.

   A Download Progress dialog box appears, showing the download progress. When the download is complete, you can immediately view or extract the content on your local computer.

Downloading Breeze presentations

You can download a Breeze presentation in either of the following formats:

- The complete Breeze presentation as a Zip file
- The PowerPoint source files, which consist of the PowerPoint source file (PPT) and the audio/timing source file (PPC)

Downloading a complete Breeze presentation

Download the complete Breeze presentation if you want to deploy it intact on an intranet or distribute it on a CD. It is downloaded as a Zip file, which you then extract to your computer.

To download a complete Breeze presentation:

1. Click the Content tab.
2. Navigate to the presentation that you want to download.

   For more information, see "Viewing content" on page 40.
3. Select the name of the presentation that you want to download.

   The Content Information page appears.
4. Click the Download Content link in the navigation bar.

   The Download Content page appears.
5. Click the Download presentation link.
6. In the File Download dialog box, click the Save button.
7. In the Save As dialog box, navigate to where you want to save the file, and then enter an appropriate filename.
8. Click the Save button.

   A download progress bar appears. When the download is complete, you can immediately view or extract the content on your local computer. For more information, see "Extracting a Zip file" on page 53.

Downloading Breeze presentation source files

Download the Breeze presentation source files if you no longer have your source PPT and PPC files and you want to use them in something other than a Breeze presentation.

To download the Breeze presentation source files:

1. Click the Content tab.
2. Navigate to the presentation that you want to download.

   For more information, see "Navigating the Content Library" on page 39.
3. Select the name of the presentation that you want to download.

   The Content Information page appears.
4. Click the Download Content link in the navigation bar.

   The Download Content page appears.
5. Click the Download PowerPoint Source File link.
6. In the File Download dialog box, click the Save button.
7. In the Save As dialog box, navigate to where you want to save the file.

   Note: Do not change the file extension (PPT), or the file may become unusable. If you change the filename, you must name the PPC file with the same name as well.
8. Click the Save button.
9. On the Download Content page, click the Download Audio/Timing Source File link.
10. In the File Download dialog box, click the Save button.
11. In the Save As dialog box, navigate to where you want to save the file.

    Note: You must save the PPC file in the same folder that you saved the PPT file, and you must give it the same name as the PPT file (with a PPC extension instead of PPT). Do not change the file extension (PPT), or the file may become unusable.
12. Click the Save button.

    A download progress bar appears.

Extracting a Zip file

After you download a Breeze presentation, you need to unzip it. To unzip the presentation, you need utility software that can unzip Zip files.

- If you are working on a UNIX or Macintosh computer, you can use a Zip utility such as Unzip.
- If you are working in Windows, you can use a Zip utility such as WinZip.

  Note: Each Zip utility has separate directions for unzipping a Zip file. Please consult the Zip utility's help file for more information
- Unzip the content to a new directory.

  Note: You can have only one Breeze presentation per directory, so make sure that you create a new directory for each presentation that you download. Unzipping a new presentation to a directory that already contains an existing presentation overwrites the existing presentation.

Setting custom permissions for content files

By default, when you add content to the Content Library using any method (see "Adding new content" on page 47), the file permissions are set to Same As Parent. The file has the same permission profile as that of the folder in which it is saved.

Note: Presentations that you upload using the Breeze Publish Wizard may have a different permission setting. Although Same As Parent is the default setting during the publishing process, users with Manage permissions may customize the file's permissions during the publishing process. For more information, see the *Using the Breeze Publish Wizard* guide.

You can make content files public or private:

Public Anyone can view a public content file if they have its URL.

Private Only selected Breeze users can view private content. They must first log in with a Breeze user name and password, even when viewing the content file URL in a browser. A user cannot view the presentation without the appropriate permission, in addition to a valid Breeze user account.

If you publish or upload a file to a folder that has its permission set to allow public viewing, then by default the content file is also available for public viewing. Similarly, if the parent folder has a custom permission profile that allows only certain groups to view or manage it, then by default so does the content file.

A content file does not have to keep the same permission profile as its parent folder. Account administrators, course managers, and users with permission to manage a specific Content Library folder can edit a content file's permission profile.

Note: To change permissions on a folder, you must open the folder before setting permissions.

When customizing the permission settings for a content file, you can do one of the following:

Allow public viewing Make the content file available publicly, even if the parent folder permission setting is not set to allow public viewing.

Create a custom permissions profile for users and groups Add users or groups to the profile and set the access for each to Access Denied, View, Publish, or Manage. User and group permissions that you set for the presentation take precedence over the permissions that are set for the parent folder.

Reset to parent Set the content file permissions back to the permissions of the parent folder.

To set permissions for a content file:

1. Click the Content tab.
2. Navigate to the content file whose permissions you want to set.

   For more information, see "Navigating the Content Library" on page 39.
3. Select the name of the content file whose permissions you want to set.

   The Content Information page appears.
4. Click the Set Permissions link in the navigation bar.

   The Set Permissions page appears.

5. If you see a Customize button, click it. Otherwise, go to step 6.

   Note: You will not see a Customize button if the file already has a custom profile,

6. On the Set Permissions page, do one of the following:
   - To make the content publicly accessible, click the Yes button next to Allow public viewing, and then click OK.
   - To create a custom profile for groups and users or to modify an existing profile for groups and users, modify the access permissions. For detailed steps, see "Modifying the permission access list" on page 55.
   - If the file already has a custom profile and you want to set its permissions back to those of its parent folder, click the Reset to Parent button.

Modifying the permission access list

You can change the permission access list for a content file or folder by adding or removing users and groups from the list. Doing this lets you control exactly who has what type of access to your file.

Note: Users belonging to the Account Author and Account Administrator groups can view all content files and folders.

To add a user or group to the permission access list:

1. In the access list navigation bar, click the Add button.

   A list of users and groups appears.

2. Select the type of permission that you want to assign to specific groups or users from the Add Selected members with pop-up menu at the top of the window.

   You can choose from Access Denied, View, Publish, and Manage. For more information, see "About Permissions" on page 13.

3. Click the check boxes next to the groups or users that you want to add to the permission profile for the permission type you selected in step 2.

4. If you want to add more users or groups with a different permission type, do the following:
   - Click Apply.
   - Repeat steps 2 and 3 with another permission type.

5. Click OK.

   You are returned to the Set Permissions page, which now displays a list of all the users and groups and their corresponding permissions.

6. If you want to update the permission type assigned to any user or group, do the following:
   - Select a new permission type from the pop-up menu next to the user's or group's name.
   - Click the Apply button at the top of the page.

To remove a user or group from the permission access list:

1. On the Set Permissions page, select the check boxes next to the names of groups and users that you want to remove from the permission profile.

2. Click the Remove button.
3. On the Remove page, click the Remove button.

Managing content folders

Account administrators, course managers, and users with permission to manage a specific Content Library folder can organize the Content Library by creating, moving, and deleting folders. These users can also set permissions for specific folders.

You can manage content folders by doing the following:

- "Creating a content folder" on page 56
- "Moving a content folder" on page 57
- "Deleting a content folder" on page 57
- "Setting content folder permissions" on page 58

Creating a content folder

Account administrators, course managers, and users with permission to manage a specific Content Library folder can create folders and subfolders within it.

To create a content folder:

1. Select the Content tab at the top of the Breeze Manager window.
2. Navigate to the location where you want to add the new folder.
3. Click the New Folder button, located in the menu bar above the content listing.
4. On the new page that appears, enter the name of the new folder.
5. Click the Save button to create the new folder.

Moving a content folder

Account administrators, course managers, and users with permission to manage a specific Content Library folder can move the location of content folders. When you move a content folder, all the contents within the folder are also moved to the new location.

To move a content folder:

1. Click the Content tab at the top of the Breeze Manager window.
2. Navigate to the location of the content folder that you want to move.
3. Select the check boxes to the left of the names of the content folders that you want to move.
4. Click the Move button, located in the menu bar above the content listing.

   The Move window appears, listing the items you have selected and allowing you to specify their new folder location.
5. Click the folder titles or the Up One Level button to navigate to the folder location where you want to place the content.

   As you navigate to the new location, the new destination location is shown in the upper right of the Breeze Manager window.
6. Click the Move button.

   A new page appears, confirming that the move was successful.
7. Click OK.

Deleting a content folder

Account administrators, course managers, and users with permission to manage a specific Content Library folder can delete content folders. When a folder is deleted, all items in the folder and its subdirectories are *permanently deleted* and the information *cannot be retrieved*.

To delete a content folder:

1. Click the Content tab at the top of the Breeze Manager window.
2. Navigate to the folders that you want to delete.
3. Select the check boxes to the left of the folders that you want to delete.
4. Click the Delete button in the menu bar above the content listing.
5. In the Delete window, click the Delete button to permanently delete the selected items.

Setting content folder permissions

By default, when you create a content folder in the Content Library (see "Creating a content folder" on page 56), the folder permissions are set to Same As Parent. The folder has the same permissions profile as that of the folder in which it is created.

You can make content folders public or private:

Public Anyone can view the content contained in a public folder, as long as the content has a Same As Parent permission setting and not a custom permissions profile prohibiting public viewing.

Private Only selected Breeze users can view the content located inside private content folders. These users must first log in with a Breeze user name and password, even when viewing any content in the browser. The user cannot view any of the content without the appropriate permission, in addition to a valid Breeze user account.

Account administrators, course managers, and users with permission to manage a specific Content Library folder can edit a content folder's permission profile.

When customizing the permission settings for a content folder, you can choose either of the following options:

Allow public viewing Make the contents of a folder available publicly even if the parent folder permission setting is not set to allow public viewing, as long as the content has a Same As Parent permission setting and not a custom permissions profile prohibiting public viewing.

Create a custom permissions profile for users and groups Add users or groups to the profile and set the access for each user or group to Access Denied, View, Publish, or Manage. User and group permissions that you set for the folder take precedence over permissions that are set for the parent folder.

To set permissions for a content folder:

1. Click the Content tab.
2. Navigate to the content folder whose permission settings you want to set.

   For more information, see "Navigating the Content Library" on page 39.
3. Select the name of the content folder whose permission settings you want to set.
4. Click the Set Permissions button in the navigation bar.

   The Set Permissions page appears.
5. If you see a Customize button, click it. Otherwise, go to step 6.

   Note: You will not see a Customize button if the folder already has a custom profile,
6. On the Set Permissions page, do one of the following:
   - To make the content in the folder publicly accessible, select the Yes button, next to Allow public viewing, and then click the OK button.
   - To create a custom profile for groups and users or to modify an existing profile for groups and users, modify the access permissions. For detailed steps, see "Modifying the permission access list" on page 55.

- If the folder already has a custom profile and you want to set its permissions back to those of its parent folder, click the Reset to Parent button.

CHAPTER 4
Managing the Course Library

Note: This chapter applies only to installations that include the Macromedia Breeze Training module.

A course is a Macromedia Breeze presentation that is associated with a given set of enrolled learners and with usage tracking of each individual enrollee. All Breeze courses are contained and organized in a directory of folders called the Course Library. You access the Course Library by clicking the Courses tab at the top of the Breeze Manager window. As you navigate the course folders, the names of the folders are displayed as a navigation links trail near the top of the browser window.

To manage the Course Library, you must have Manage permissions for the course folder in the Course Library you are manipulating. Within the Course Library, you can perform the following tasks:

Navigate courses Navigate to and view information about specific courses. See "Navigating the Course Library" on page 63 and "Viewing course information" on page 64.

Create courses Create new courses, using content from the Content Library. See "Creating a new course" on page 65.

Organize the Course Library Move and delete courses and course folders within your Course Library. See "Managing courses" on page 72 and "Managing course folders" on page 82.

Edit courses Edit course information, the associated content, the enrollee list, and the self-registration settings. See "Managing courses" on page 72.

Send e-mail notifications Set up e-mail notifications to be sent to enrollees. See "Step 5: Setting up notifications" on page 69 and "Changing settings for course notifications" on page 77.

Send e-mail reminders Set up e-mail reminders to be sent to specific enrollees who have not yet taken the course or who have failed the course. See "Step 6: Setting up reminders" on page 71 and "Changing settings for course reminders" on page 79.

Set Course Library permissions Assign permissions that control which users and groups can access and manage specific course folders in your Course Library. See "Setting course folder permissions" on page 84.

View reports View course reports containing information about users' scores, passing status, certificate number, and total user statistics. See "Course reports" on page 114.

Structure of the Course Library

The Course Library initially consists of one folder, the Shared Courses folder. This folder is visible to all users. Account administrators, account course administrators, and users with Manage permissions for the Shared Courses folder can create subfolders within it and manage it.

Course Library permissions

The ability to create, manage, and edit courses in various folders in the Course Library is determined by what groups a user belongs to and what individual permissions have been assigned to a user for specific files and folders.

Course permissions for built-in groups

The following table shows the features that are accessible to each built-in group:

Group	Shared Courses folder
Account Administrator	Manage
Account Author	None
Course Manager	Manage
Account Meeting Administrator	None

Course permissions for permission types

Course permissions control what features a user can access. There are two types of permissions that a user can be assigned for the Course Library: Manage and Access Denied.

Note: There are no Publish or View permission types as there are for the Content Library.

The features that are accessible to a user with each permission type are shown in the following table. A check mark indicates that the feature is allowed; an *X* means that a user with this permission is explicitly denied access.

Feature	Access Denied	Manage
Navigate course folders	X	✔
View course summary information	X	✔
View course enrollee list	X	✔
Create new courses	X	✔
Move courses	X	✔
Delete courses	X	✔
Edit course information	X	✔
Change course content	X	✔
Change course enrollees	X	✔
Send/ change settings for course notifications	X	✔

Feature	Access Denied	Manage
Send/ change settings for course reminders	X	✔
Set up course self-registration	X	✔
Create course folders	X	✔
Move course folders	X	✔
Delete course folders	X	✔
Set course folder permissions	X	✔
View course reports	X	✔

For more information on how permissions are figured for a user belonging to multiple groups and having multiple permissions, see "About multiple permissions precedence" on page 20.

Navigating the Course Library

Navigation controls exist for the following tasks:

- "Opening a folder" on page 63
- "Moving up one directory level" on page 63
- "Returning to any higher parent directory level" on page 64

Opening a folder

You open a folder by clicking the folder name in the display list.

To open a course folder:

1. Click the Courses tab at the top of the Breeze Manager window.
2. Select the name of a folder.

   The folders and files within that course folder are displayed, and the name of the selected directory is displayed in the navigation links trail near the top of the browser window.

Moving up one directory level

You can move up to the parent folder, the folder one level above the current folder, by clicking the Up One Level button in the navigation bar above the course list.

To move up one folder:

- Click the Up One Level button in the navigation bar above the course list.

  The folders and files within the parent folder are displayed. The name and location of the parent folder are displayed in the navigation links trail near the top of the browser window.

Returning to any higher parent directory level

Above the navigation bar is a trail of navigation links, indicating your current location in the directory structure. You can move up to any parent folder, not just the one immediately above the current folder, by clicking the name of the parent directory in this list of navigation links. Using the navigation links enables you to navigate quickly to any of the parent folders.

To return to any parent folder:

- Click the name of the parent directory in the navigation links trail above the navigation bar.

  The folders and files within the higher parent directory are displayed. The name and location of the parent folder are displayed in the navigation links trail near the top of the browser window.

Viewing course information

You can view information about a course from within the Breeze Manager application.

Viewing the course summary

Every course has a Course Information page that contains the following information:

Course Information The course name, ID, summary, open date, close date, course URL, number of slides, and audio duration, and whether course self-registration is allowed.

Course Status The date the course was last taken by any user, the total number of registered enrollees in the course, the number of times the course has been taken, and the number of users who have passed the course.

Reminder Policy An enabled field indicating whether a reminder policy is enabled, to whom reminders are being sent, the date that the next reminder will be sent, and how often reminders are sent.

To view a course summary:

1. Click the Courses tab at the top of the Breeze Manager window.
2. Navigate to the folder that contains the course for which you want to get information.

   For more information, see "Navigating the Course Library" on page 63.
3. In the course list, select the name of the course.

   The Course Information page appears.

Viewing the enrollee list

You can view a list of all registered enrollees for each course.

To view a course enrollee list:

1. Click the Courses tab at the top of the Breeze Manager window.
2. Navigate to the folder that contains the course for which you want to get information.

   For more information, see "Navigating the Course Library" on page 63.

3. In the course list, select the name of the course.

   The Course Information page appears.

4. Click the List Enrollees link in the navigation bar.

   The names of enrolled users and groups are displayed. To edit this list, see "Changing course enrollees" on page 76.

Creating a new course

To create a new course, navigate to the folder in the Course Library where you want to add the new course, click the New Course button, and then follow the steps in the Course Wizard. The steps in the Course Wizard are as follows:

Step 1: Entering course information Enter a course name, ID, summary, start date, and close date. See "Step 1: Entering course information" on page 66.

Step 2: Selecting course content Select the Breeze presentation in the Content Library that you want to use for the course content. See "Step 2: Selecting course content" on page 67.

Step 3: Enrolling learners Select the users and groups that you want to enroll in this course. See "Step 3: Enrolling learners" on page 67.

Step 4: Setting up self-registration Select the users and groups that you want to enroll in this course. See "Step 4: Setting up self-registration" on page 68.

Step 5: Setting up notifications Set up a custom notification message about the course to be sent to all course enrollees on a date that you choose. See "Step 5: Setting up notifications" on page 69.

Step 6: Setting up reminders Set up e-mail reminders to be sent to all enrollees, enrollees who have not taken the course, or enrollees who have failed the course. See "Step 6: Setting up reminders" on page 71.

Before you create a course, do the following:

- Make sure that you have access to the Shared Content folder of the Content Library. This requires at least View permission for the folder.
- Ensure that the content you want to use for the course exists in the Shared Content folder of the Content Library. For more information, see "Structure of the Content Library" on page 37, "Adding new content" on page 47, and the *Using the Breeze Publish Wizard* guide.
- (Optional) Create the Breeze users who will be enrolled in the course. For more information, see "Creating a new user" on page 26.

  Note: You can instead choose to use the self-registration feature for a course, to let users register and enroll themselves. See "Setting up course self-registration" on page 81.

To start the Course Wizard for creating a new course:

1. Click the Courses tab at the top of the Breeze Manager window.
2. Navigate to the folder where you want to add a new course.

   For more information, see "Navigating the Course Library" on page 63.

3. Click the New Course button in the navigation bar.

   The Wizard Introduction page for the Course Wizard appears.

4. Click the Next button.

   The Enter Course Information page appears.

5. Follow the steps in the Course Wizard.

For more information, see "Step 1: Entering course information" on page 66, "Step 2: Selecting course content" on page 67, "Step 3: Enrolling learners" on page 67, "Step 4: Setting up self-registration" on page 68, "Step 5: Setting up notifications" on page 69, and "Step 6: Setting up reminders" on page 71.

Step 1: Entering course information

The first step in the Course Wizard is to enter course information.

Course Name The name of the course. A required field that is displayed in the course list and in reports.

Course ID The course number or ID. Examples are 100, CS100, and so on.

Summary A course summary that is displayed on the Course Information page and in course reports. A course summary can be up to 750 characters in length.

Course Starts On The course start date. A required field for setting a date before which users cannot access the course.

Course Closes On The course end date. An optional field for setting a date after which users cannot access the course. You do not have to set a close date.

Note: You can edit this information any time after the course is created. For more information, see "Editing course information" on page 74.

To enter course information:

1. On the Enter Course Information page, enter values for the following fields: Course Name, Course ID (optional), Summary (optional).

   Note: The Enter Course Information page appears after you start the Course Wizard (see "Creating a new course" on page 65).

2. Select the month, day, year, and time for the Course Starts On date.
3. Set the Course Closes On value by doing one of the following:
   - Select the No close date radio button.
   - Select the month, day, year, and time.
4. Click the Next button.

   The Select Content page appears.

Step 2: Selecting course content

The second step in the Course Wizard is to select the course content. The content you use must exist in the Shared Content folder of the Content Library. It cannot exist in a user folder. For more information on the structure of the Content Library, see "Structure of the Content Library" on page 37.

When you select the content to use in a course, a copy of the content is made, and this copy is used for the course. This means that changes made to the original content do not affect the course.

Note: You can change the content used for a course any time after the course is created. For more information, see "Changing course content" on page 75.

To select course content:

1. On the Select Content page, enter a course name, ID (optional), and summary (optional).

   Note: The Select Content page appears after you complete "Step 1: Entering course information" on page 66.

2. In the Shared Content folder of the Content Library, navigate to the folder that contains the presentation you want to use for the course.

   For more information, see "Navigating the Course Library" on page 63.

3. Select the radio button next to the presentation that you want to use for the course.
4. Do one of the following:
   - Click the Next button.

     The Enroll Learners page appears.
   - Click the Finish button.

     The Course Information page appears. This ends the Course Wizard without completing "Step 3: Enrolling learners" on page 67, "Step 4: Setting up self-registration" on page 68, and "Step 5: Setting up notifications" on page 69.

If you want to enroll learners, set up course notifications, or enable e-mail reminders later, you can edit the course. See "Changing course enrollees" on page 76, "Setting up course self-registration" on page 81, or "Changing settings for course notifications" on page 77.

Step 3: Enrolling learners

The third step in the Course Wizard is to select the course enrollees. You can enroll users or groups of users. Only the users you add to this list can browse to the course URL and log in successfully to view the course.

Note: You can change the learners enrolled in a course any time after the course is created. For more information, see "Changing course enrollees" on page 76.

Instead of creating a list of specific enrollees at this step, you can leave the list blank, and then set up self-registration for the course after you create it. For more information, see "Setting up course self-registration" on page 81.

To enroll learners:

1. On the Enroll Learners page, select the check boxes next to the names of the groups or users that you want to enroll as learners.

   Note: The Enroll Learners page appears after you complete "Step 2: Selecting course content" on page 67.

2. Click the Enroll Selected button.

   The Enroll Learners page refreshes with check marks visible in the boxes next to their names.

3. Do one of the following:

   - To clear your enrollee list, click the Remove All Enrollees button.
   - To add more groups or users to the enrollee list, click the Enroll Selected button and repeat steps 2 and 3.

4. Do one of the following:

   - Click the Next button.

     The Set Up Notification page appears.

   - Click the Finish button.

     This ends the Course Wizard without completing "Step 4: Setting up self-registration" on page 68, "Step 5: Setting up notifications" on page 69, and "Step 6: Setting up reminders" on page 71.

If you want to set up course self-registration, course notifications, or enable e-mail reminders later, you can edit the course. See "Setting up course self-registration" on page 81, "Setting up course self-registration" on page 81, or "Step 6: Setting up reminders" on page 71.

Step 4: Setting up self-registration

Instead of specifying Breeze groups or users to enroll in a specific course, you can set up self-registration. Course self-registration enables users to register and enroll themselves in a course so that you don't have to create a Breeze user account for them and specifically enroll them in the course.

To enable self-registration:

1. On the Self-Registration page, click Yes to the Enable Self-Registration option.

   The URL that users must use to enable self-registration is included in the e-mail that is sent in Step 5, or can be obtained by reviewing the properties of the course.

   Note: The Self-registration page is available only for private meetings and is visible only after you complete "Step 3: Enrolling learners" on page 67.

2. Do one of the following:

   - Click No to the Add Users To A Group option.

     You did not add any self-registered users to a group.

   - Click Yes to the Add Users To A Group option.
   - From the pop-up menu, select which group to add self-registered users to.

3. Do one of the following:
   - Click the Next button.

     The Set Up Notification page appears.
   - Click Finish.

     This ends the Course Wizard without completing "Step 5: Setting up notifications" on page 69 and "Step 6: Setting up reminders" on page 71.

If you want to set up course notifications, or enable e-mail reminders later, you can edit the course. See "Step 5: Setting up notifications" on page 69 or "Changing settings for course reminders" on page 79.

Step 5: Setting up notifications

The fifth step in the Course Wizard is to set up course notifications. A course notification is an e-mail sent to all course enrollees, informing them that they have been enrolled in the course and telling them how to access the course. When you set up a course notification e-mail, you set the notification timing (when the e-mail is sent to enrollees) and the e-mail subject and message. You can use runtime fields in the subject line and in the body of the message. The runtime fields are course information variables that are automatically filled in for you when the e-mail is sent.

Note: You can change the course notifications any time after the course is created. For more information, see "Changing settings for course notifications" on page 77.

To set up course notifications:

1. On the Set Up Notification page, select the radio button for the notification timing you want.

   Note: The Set Up Notification page appears after you complete "Step 4: Setting up self-registration" on page 68.
2. Select the radio button for the recipients that you want to receive the notifications.
3. Edit the e-mail subject and message as you want, using any of the runtime fields.

   For more information, see "Notification e-mail settings" on page 69 and "Default notification e-mail fields" on page 70.
4. Do one of the following:
   - Click the Next button.

     The Set Up Reminders page appears.
   - Click the Finish button.

     This ends the Course Wizard without completing "Step 6: Setting up reminders" on page 71.

If you want to set up reminders later, you can edit the course. See "Changing settings for course reminders" on page 79.

Notification e-mail settings

The settings for notification timings and valid runtime fields are as follows:

Notification Timing Setting for when the e-mail is sent to enrollees. There are four possible values: Do not send a notification, Send notification new, Send notification on course start date (the default value), or Send on (a specific month, day, and year). You can select the times from a pop-up menu.

Recipients Setting for which recipients receive notifications. There are four possible values: All enrollees, Enrollees that have not completed the course, Enrollees who have failed the course, and Only to specific e-mail addresses. You can enter the specific e-mail addresses in a text box, with each user separated by a comma.

Message Adjustable fields for the message subject and body. This can be customized, and you can select from runtime fields, which are values provided by Breeze automatically.

Runtime fields Course information variables that you can use in your e-mail and that are automatically filled in for you when the e-mail is sent. The runtime fields include the following:

{course-name} The current name of the course.

{course-id} The current course ID.

{course-description} The current course summary.

{course-start-date} The current course start date, displayed in the format Saturday 12 July.

{course-end-date} The current course close date, displayed in the format Saturday 12 July.

Default notification e-mail fields

There are default e-mail subject and message fields that you can use or change as you want. The default subject and message are as follows:

Default subject You are enrolled in: {course-name}

Default message The default e-mail message is as follows:

You are enrolled in the following course that you are required to complete.

Course: {course-name} ({course-id})

To access the course go to this URL:

The course URL is shown here.

Note: If the preceding URL is a hyperlink, click it to access the course. Otherwise, cut and paste the URL into your browser address box.

------- You are receiving this email because: -------

You are enrolled in this course and have not completed it.

Notification e-mail properties

Notifications are placed in a queue and are sent as follows:

- Notifications set to send now are sent shortly after the course is created.

- Notifications set up for future dates are processed every night at midnight. On the set date, depending on the number of notifications in the queue, they are sent within a few minutes or a few hours after midnight PST. In most cases, enrollees receive their notifications by the time they arrive for work in the morning.

Notifications appear to be sent from whomever creates the course, using the e-mail specified in their Breeze account. Any e-mail delivery failure notifications are sent to this address.

All e-mail notifications are sent individually. Recipients do not see the list of other recipients in the message header.

Step 6: Setting up reminders

The sixth step in the Course Wizard is to set up course reminders. A course reminder is an e-mail sent to selected course enrollees reminding them that they need to take or pass a course. When you set up a course reminder e-mail, you set the reminder timing (when the e-mail is sent to enrollees and how often), the reminder recipients (send to all enrollees, those who have not taken the course yet, those who failed the course, or custom recipients), and the e-mail subject and message. You can use runtime fields in the subject line and in the body of the message. The runtime fields are course information variables that are automatically filled in for you when the e-mail is sent.

Note: You can change the course reminders any time after the course is created. For more information, see "Changing settings for course reminders" on page 79.

To set up course notifications:

1. On the Set Up Reminders page, select the radio button for the notification timing you want. plus the starting date and recurrence frequency.

   Note: The Set Up Reminders page appears after you complete "Step 5: Setting up notifications" on page 69.

2. Select the radio button for the recipients to whom you want to send the reminder.

   For more information, see "E-mail reminder settings" on page 71.

3. Edit the e-mail subject and message as you want, using any of the runtime fields.

   For more information, see "E-mail reminder settings" on page 71 and "Default e-mail reminder fields" on page 72.

4. Click the Finish button.

   This ends the course creation process. The Course Information page appears.

E-mail reminder settings

The e-mail reminder settings and valid runtime fields are listed here:

Notification Timing Setting for when e-mail reminders are sent to enrollees. You set the reminder start date and whether the reminders are sent once, daily, weekly, or monthly.

Recipients Setting for whom to send the reminders. You can choose from all enrollees, enrollees who have not completed the course, or enrollees who have failed the course, or you can enter specific e-mail addresses.

Runtime fields Course information variables that you can use in your e-mail and that are automatically filled in for you when the e-mail is sent. The runtime fields include the following:

{course-name} The current name of the course.

{course-id} The current course ID.

{course-description} The current course summary.

{course-start-date} The current course start date, displayed in the format Saturday 12 July.

{course-end-date} The current course close date, displayed in the format Saturday 12 July.

Default e-mail reminder fields

There are default e-mail subject and message fields that you can use or change as you want. The default subject and message are shown here:

Default subject REMINDER: {course-name} must be completed

Default message The default e-mail message is as follows:

This is a reminder to complete the following course. Records indicate that you have not yet completed this course.

Course: {course-name} ({course-id})

To access the course go to this URL:

The course URL is shown here.

If the preceding URL is a hyperlink, click it to access the course. Otherwise, cut and paste the URL into your browser address box.

------- You are receiving this email because: -------

You are enrolled in this course and have not completed it.

E-mail reminder properties

Reminders are placed in a queue and are sent as follows:

- Reminders set to be sent starting on the current date are sent shortly after the course is created.
- Reminders set up for future dates are processed every night at midnight. On the set date, depending on the number of e-mail reminders in the queue, they are sent within a few minutes or a few hours after midnight PST. In most cases, enrollees receive their reminders by the time they arrive for work in the morning.

Reminders appear to be sent from whomever creates the course, using the e-mail specified in their Breeze account. Any e-mail delivery failure notifications are sent to this address.

All e-mail reminders are sent individually. Recipients do not see the list of other recipients in the message header.

Managing courses

If you are an account administrator, a course manager, or a user with permission to manage a specific Course Library folder, you can manage courses by doing the following tasks:

- "Moving a course" on page 73
- "Deleting a course" on page 73
- "Editing course information" on page 74
- "Changing course content" on page 75
- "Changing course enrollees" on page 76
- "Changing settings for course notifications" on page 77
- "Changing settings for course reminders" on page 79
- "Setting up course self-registration" on page 81

Moving a course

Account administrators, course managers, and users with permission to manage a specific Course Library folder can change the location of a course.

To move a course:

1. Click the Courses tab at the top of the Breeze Manager window.
2. Navigate to the location of the course that you want to move.

   For more information, see "Navigating the Course Library" on page 63.
3. Select the check boxes that are located to the left of the courses that you want to move.
4. Click the Move button, located in the menu bar above the course listing.

   A new window appears, listing the items that you have selected and allowing you to specify their new folder location.
5. Navigate to the folder location where you want to place the courses by clicking the folder titles or the Up One Level button.

   As you navigate to the new location, the new destination is shown in the upper right of the Breeze Manager window.
6. Click the Move button.

   The Move Successful page appears, confirming that the move was successful.
7. Click OK.

   The Course Listing page appears.

Deleting a course

Account administrators, course managers, or users with permission to manage a specific Course Library folder can delete courses.

When a course is deleted, the following occurs:

- The course is removed from the Course Library.
- Enrollees can no longer access the course.
- Reports for the course are no longer available.
- No more course reminders are sent.

- Any delayed course notifications are not sent.
- The content used by the course remains in the Content Library.

If you want to prevent access to a course but retain reporting information, set the course close date and do not delete the course.

To delete a course:

1. Click the Courses tab at the top of the Breeze Manager window.
2. Navigate to the courses that you want to delete.
3. Select the check boxes that are located to the left of the courses that you want to delete.
4. Click the Delete button in the menu bar above the course listing.
5. On the Delete page, click the Delete button to permanently delete the selected courses.

Editing course information

If you are an account administrator, a course manager, or a user with permission to manage a specific Course Library folder, you can edit the information for a course. You can modify the course name, ID, summary, start date, and close date.

Course name The name of the course. A required field that is displayed in the course list and in reports.

Course ID The course number or ID. Examples are 100, CS100, and so on.

Course summary A course summary that is displayed on the Course Information page and in course reports. A course summary can be up to 750 characters in length.

Course start date A required field for setting a date before which users cannot access the course.

Course close date An optional field for setting a date after which users cannot access the course. You do not have to set a close date.

Note: Changing the course title or course summary does not change the information presented on a presentation summary slide. To change this information, you must republish the content, and then reselect the content used by the course. The title and summary used on the initial course summary slide uses the information specified at the time the content presentation is published.

If you change the course start date to a later date, no users (not even those who may have already accessed the course) are able to access the course until the new course start date. If some enrollees have already accessed the course, their tracking and quiz information is retained in reports.

To edit course information:

1. Click the Courses tab at the top of the Breeze Manager window.
2. Navigate to the course whose information you want to edit.

   For more information, see "Navigating the Course Library" on page 63.
3. In the course list, select the name of the course.

   The Course Information page appears.

4. Click the Edit Information link in the navigation list.

   The Edit Information page appears.

5. Edit the Course information.

6. Click the Save button.

   The Course information page appears.

Changing course content

If you are an account administrator, a course manager, or a user with permission to manage a specific Course Library folder, you can change the content for a course.

When you create a new course, you select the content to be used in the course from the Content Library (see "Step 2: Selecting course content" on page 67). A copy of the content is made, and this copy is used for the course. This means that changes made to the original content do not affect the course.

You should not change a course's content if the current course content has a quiz that users have already taken. If you do, major issues in grading inconsistency occur:

- Quiz scoring becomes inconsistent.
- Learners may be justified in disputing quiz results.
- Reports might not provide an accurate representation of pass or fail status for users who took the course before quiz changes occurred.

If you want to update a course quiz (including changing the passing score, adding or removing questions, changing answers, changing question scoring, reordering questions, changing quiz options such as forward and backward progress, or adding information to a course that may increase or reduce the difficulty of a quiz question) and still ensure that reports and grades are consistent, create a new course that uses the updated content.

To change course content:

1. Click the Courses tab at the top of the Breeze Manager window.
2. Navigate to the course whose content you want to change.

   For more information, see "Navigating the Course Library" on page 63.

3. In the course list, select the name of the course.

   The Course Information page appears.

4. Click the Select Content link in the navigation bar.

   The Select Content page appears.

5. In the Shared Content folder of the Content Library, navigate to the folder that contains the presentation you want to use for the course.

   For more information, see "Navigating the Course Library" on page 63.

6. Select the radio button next to the presentation that you want to use for the course.
7. Click the Save button.

8. On the Save page, click the Yes, update my content button.

   The Course Information page opens.

Changing course enrollees

If you are an account administrator, a course manager, or a user with permission to manage a specific Course Library folder, you can add or remove the enrollees for a course.

Enrollees who are removed from enrollment do not receive any notification. They are just no longer able to access the course (unless the course is set up for self-enrollment, in which case they may still enroll themselves).

Note: You do not have to explicitly enroll users. Courses can be set up to allow user self-registration. This allows users to voluntarily enroll in a course. See "Setting up course self-registration" on page 81.

To add course enrollees:

1. Click the Courses tab at the top of the Breeze Manager window.
2. Navigate to the course whose content you want to change.

   For more information, see "Navigating the Course Library" on page 63.
3. In the course list, select the name of the course.

   The Course Information page appears.
4. Click the Add Enrollees link in the navigation bar.

   The Add Enrollees page appears.
5. Select the check boxes next to the groups or users that you want to add to the enrollee list.
6. Click the Enroll Selected button.
7. Do one of the following:
   - Click the Notify button to go to the Notification page and to send a course notification to the new enrollees.

     For more information, see "Changing settings for course notifications" on page 77.
   - Click the Add Enrollees button to return to the Add Enrollees page and to add more groups and/or users to the enrollee list.

     Repeat steps 5 through 7 to add more enrollees.
   - Click the OK button to return to the Course Information page without sending a notification to the new enrollees.

To remove course enrollees:

1. Click the Courses tab at the top of the Breeze Manager window.
2. Navigate to the course whose content you want to change.

   For more information, see "Navigating the Course Library" on page 63.
3. In the course list, select the name of the course.

   The Course Information page appears.
4. Click the Manage Enrollees link in the navigation bar.

   The Manage Enrollees page appears.
5. Select the check boxes next to the groups or users that you want to remove from the enrollee list.
6. Click the Remove button.
7. On the Remove page, click the Remove button.

   The Manage Enrollees page appears.

Changing settings for course notifications

If you are an account administrator, a course manager, or a user with permission to manage a specific Course Library folder, you can change the course notification setting. A course notification is an e-mail sent to all course enrollees, informing them that they have been enrolled in the course and telling them how to access the course.

If a course notification was already sent (for example, you had a notification sent when the course was created or on the day the course started and that date has already passed), you can choose a later date to have another notification e-mail sent. If a course notification was not yet sent, you can change the date that it will be sent.

When you set up a course notification e-mail, you set the notification timing (when the e-mail is sent to enrollees), the recipients of the e-mail (all enrollees, those who have not yet taken the course, those who failed the course, or custom recipients), and the e-mail subject and message. You can use runtime fields in the subject line and in the body of the message. The runtime fields are course information variables that are automatically filled in for you when the e-mail is sent.

To change settings for a course notification:

1. Click the Courses tab at the top of the Breeze Manager window.
2. Navigate to the course whose notification settings you want to change.

   For more information, see "Navigating the Course Library" on page 63.
3. In the course list, select the name of the course.

   The Course Information page appears.
4. Click the Notifications link in the navigation bar.
5. On the Notifications page, click the radio button for the notification timing you want.

   For more information, see "Notification e-mail settings" on page 78.
6. Click the radio button for the recipients to whom you want to send the notification.

For more information, see "Notification e-mail settings" on page 78.

7. Edit the e-mail subject and message as you want, using any of the runtime fields.

   For more information, see "Notification e-mail settings" on page 78 and "Default notification e-mail fields" on page 78.

8. Click the Send button.

   The Course Information page appears.

Notification e-mail settings

The settings for notification timings and valid runtime fields are listed here:

Notification timing Setting for when the e-mail is sent to enrollees. Values include send the notification now, send notification on course start date, or send on a specific date you set.

Recipients Setting for whom to send the notifications. You can choose from all enrollees, enrollees who have not completed the course, or enrollees who have failed the course, or you can enter other specific e-mail addresses.

Runtime fields Course information variables that you can use in your e-mail and that are automatically filled in for you when the e-mail is sent. The runtime fields include the following:

{course-name} The current name of the course.

{course-id} The current course ID.

{course-description} The current course summary.

{course-start-date} The current course start date, displayed in the format Saturday 12 July.

{course-end-date} The current course close date, displayed in the format Saturday 12 July.

Default notification e-mail fields

There are default e-mail subject and message fields that you can use or change as you want. The default subject and message are shown here:

Default subject You are enrolled in: {course-name}

Default message The default e-mail message is as follows:

You are enrolled in the following course that you are required to complete by {course-end-date}.

Course: {course-name} ({course-id})

To access the course go to this URL:

The course URL is shown here.

If the preceding URL is a hyperlink, click it to access the course. Otherwise, cut and paste the URL into your browser address box.

------- You are receiving this email because: -------

You are enrolled in this course and have not completed it

Notification e-mail properties

Notifications are placed in a queue and are sent as follows:

- Notifications set to send now or on the current day are sent shortly after the Notifications page is submitted.
- Notifications set up for future dates are processed every night at midnight. On the set date, depending on the number of notifications in the queue, they are sent within a few minutes or a few hours after midnight PST. In most cases, enrollees receive their notifications by the time they arrive for work in the morning.

Notifications appear to be sent from whomever modifies the notification setting for the course, using the e-mail specified in their Breeze account. Any e-mail delivery failure notifications are sent to this address.

All e-mail notifications are sent individually. Recipients do not see the list of other recipients in the message header.

Changing settings for course reminders

If you are an account administrator, a course manager, or a user with permission to manage a specific Course Library folder, you can change the course reminder setting. A course reminder is an e-mail sent to selected course enrollees reminding them that they need to take or pass a course.

In the course reminder e-mail settings, you set the reminder timing (when the e-mail is sent to enrollees and how often), the reminder recipients (all enrollees, those who have not yet taken the course, those who failed the course, or custom recipients), and the e-mail subject and message. You can use runtime fields in the subject line and in the body of the message. The runtime fields are course information variables that are automatically filled in for you when the e-mail is sent.

To change settings for course reminders:

1. Click the Courses tab at the top of the Breeze Manager window.
2. Navigate to the course whose reminder settings you want to change.

   For more information, see "Navigating the Course Library" on page 63.
3. In the course list, select the name of the course.

   The Course Information page appears.
4. Click the Reminders link in the navigation bar.

   The Reminders page appears.
5. On the Reminders page, click the radio button for the notification timing you want.

   For more information, see "E-mail reminder settings" on page 71.
6. Click the radio button for the recipients to whom you want to send the reminder.

   For more information, see "E-mail reminder settings" on page 71.
7. Edit the e-mail subject and message as you want, using any of the runtime fields.

   For more information, see "E-mail reminder settings" on page 71 and "Default e-mail reminder fields" on page 80.

8. Click the Save button.

   The Course Information page appears.

E-mail reminder settings

The e-mail reminder settings and valid runtime fields are listed here:

Notification timing Setting for when e-mail reminders are sent to enrollees. You can choose to disable course reminders, send reminders the day before a course closes, or send reminders starting on a set start date with a specific occurrence: once, daily, weekly, or monthly.

Recipients Setting for whom to send the reminders. You can choose from all enrollees, enrollees who have not completed the course, or enrollees who have failed the course, or you can enter other specific e-mail addresses.

Runtime fields Course information variables that you can use in your e-mail and that are automatically filled in for you when the e-mail is sent. The runtime fields include the following:

{course-name} The current name of the course.

{course-id} The current course ID.

{course-description} The current course summary.

{course-start-date} The current course start date, displayed in the format Saturday 12 July.

{course-end-date} The current course close date, displayed in the format Saturday 12 July.

Default e-mail reminder fields

If an e-mail reminder policy was previously set for the course, either during course creation or by later modification using the Reminders page, the e-mail subject and message fields are prepopulated with the previous values. Otherwise, they are populated with default values that you can use or change as you want. The default subject and message are shown here:

Default subject REMINDER: {course-name} must be completed by {course-end-date}

Default message The default e-mail message is as follows:

This is a reminder to complete the following course by {course-end-date}. Records indicate that you have not yet completed this course.

Course: {course-name} ({course-id})

To access the course go to this URL:

The course URL is shown here.

If the preceding URL is a hyperlink, click it to access the course. Otherwise, cut and paste the URL into your browser address box.

------- You are receiving this email because: -------

You are enrolled in this course and have not completed it.

E-mail reminder properties

Reminders are placed in a queue and are sent as follows:

- Reminders set up for the current day are sent shortly after the Reminders page is submitted.
- Reminders set up for future dates are processed every night at midnight. On the set date, depending on the number of reminders in the queue, they are sent within a few minutes or a few hours after midnight PST. In most cases, enrollees receive their reminders by the time they arrive for work in the morning.

Reminders appear to be sent from whomever modifies the reminders setting for the course, using the e-mail specified in their Breeze account. Any e-mail delivery failure notifications are sent to this address.

All reminders are sent individually. Recipients do not see the list of other recipients in the message header.

Setting up course self-registration

Note: Instead of specifying Breeze groups or users to enroll in a specific course, you can set up self-registration. Course self-registration enables users to register and enroll themselves in a course so that you don't have to create a Breeze user account for them and specifically enroll them in the course. People do not have to be existing Breeze users to self-enroll for a course.

When you enable self-registration for a course, a special course URL is generated that you distribute to users. This course URL is provided after you submit the self-registration page. You can then distribute this course self-registration URL to whomever you want, by using e-mail or by posting the URL on a website.

Note: If you enable self-registration, you must distribute the special course access URL listed on the self-registration page to Breeze users. This URL has a special access key attached to it.

When people browse to this URL, they are prompted to log in either as an existing Breeze user or as a new user. In each case, the following occurs:

- If the person is already a Breeze user and they log in with their existing user name and password, they are automatically added to the enrollee list for the course.
- If the person is not already a Breeze user, they must enter an e-mail address and password. They are automatically created as a Breeze user (with no permissions) and added to the enrollee list for the course.

To set up course self-registration:

1. Click the Courses tab at the top of the Breeze Manager window.
2. Navigate to the course for which you want to set up self-registration.

   For more information, see "Navigating the Course Library" on page 63.
3. In the course list, select the name of the course.

   The Course Information page appears.
4. Click the Self-Registration link in the navigation bar.
5. On the Self-Registration page, click Yes for the Enable Self-Registration option.
6. Do one of the following:

- Click No to the Add Users To A Group option if you do not want to add self-registered users to a group.
- Click Yes to the Add Users To A Group option if you want to add self-registered users to a group.

  Self-registration for users has now been enabled, and self-registered users have been automatically added to the group that you selected in the pop-up menu.

7. Click the Save button.

   The Course Information page appears.

To disable course self-registration:

1. Click the Courses tab at the top of the Breeze Manager window.
2. Navigate to the course for which you want to set up self-registration.

   For more information, see "Navigating the Course Library" on page 63.
3. In the course list, select the name of the course.

   The Course Information page appears.
4. Click the Self-Registration link in the navigation bar.
5. On the Self-Registration page, click No for the Enable Self-Registration option.
6. Click the Save button.

   The Course Information page appears.

Managing course folders

Account administrators, course managers, and users with permission to manage a specific Course Library folder can organize the Course Library by creating, moving, and deleting folders. These users can also set permissions for specific folders.

You can manage course folders by doing the following:

- "Creating a course folder" on page 82
- "Moving a course folder" on page 83
- "Deleting a course folder" on page 83
- "Setting course folder permissions" on page 84
- "Modifying the permission access list" on page 84

Creating a course folder

Account administrators, course managers, and users with permission to manage a specific Course Library folder can create folders and subfolders within the Course Library folder.

To create a course folder:

1. Click the Courses tab at the top of the Breeze Manager window.
2. Navigate to the location where you want to add the new folder.
3. Click the New Folder button, located in the menu bar above the course listing.

The New Folder page appears.

4. Enter the name of the new folder.
5. Click the Save button to create the new folder.

Moving a course folder

Account administrators, course managers, and users with permission to manage a specific Course Library folder can move the location of course folders. When you move a course folder, all the courses within the folder are also moved to the new location.

To move a course folder:

1. Click the Courses tab at the top of the Breeze Manager window.
2. Navigate to the location of the course folder that you want to move.
3. Select the check boxes to the left of the names of the course folders that you want to move.
4. Click the Move button in the menu bar above the course listing.

   A new window appears, listing the items you have selected, and allowing you to specify their new folder location.
5. Click the folder titles or the Up One Level button to navigate to the folder location where you want to place the course.

   As you navigate to the new location, the new destination location is shown in the upper right of the Breeze Manager window.
6. Click the Move button.

   The Move Successful page appears, confirming that the move was successful.
7. Click the OK button.

   The Course Listing page appears.

Deleting a course folder

Account administrators, course managers, and users with permission to manage a specific Course Library folder can delete course folders. When a folder is deleted, all items in the folder and its subdirectories are *permanently deleted* and the information *cannot be retrieved*.

To delete a course folder:

1. Click the Courses tab at the top of the Breeze Manager window.
2. Navigate to the folders that you want to delete.
3. Select the check boxes to the left of the folders that you want to delete.
4. Click the Delete button in the menu bar above the course listing.
5. On the Delete page, click the Delete button to permanently delete the selected items.

   The Course Listing page appears.

Setting course folder permissions

By default, when you create a course folder in the Course Library (see "Creating a course folder" on page 82), the folder permissions are set to Same As Parent. The folder has the same permissions profile as that of the folder in which it is created.

Note: To change permissions on a folder, you must open the folder before setting permissions.

Account administrators, course managers, and users with permission to manage a specific Course Library folder can edit a course folder's permissions profile.

Note: Unlike in the Content Library, permissions cannot be set for specific courses in the Course Library. Course permissions apply to all courses in a folder.

When customizing the permission settings for a course folder, you can choose either of the following options:

Create a custom permissions profile for users and groups Add users or groups to the profile and set the access for each user or group to Access Denied or Manage. User or group permissions that you set for the folder take precedence over permissions that are set for the parent folder.

Reset to Parent If a custom permissions profile has already been created for a course folder, you can choose to reset it to the permissions profile of its parent folder.

To set permissions for a course folder:

1. Click the Courses tab.
2. Navigate to the course folder whose permission settings you want to set.

   For more information, see "Navigating the Course Library" on page 63.
3. Select the name of the course folder whose permission settings you want to set.
4. Click the Set Permissions button in the navigation bar.

   The Set Permissions page appears.
5. If you see a Customize button, click it. Otherwise, go to step 6.

   Note: You do not see a Customize button if the folder already has a custom profile,
6. On the Set Permissions page, do one of the following:
   - To create a custom profile for groups and users or to modify an existing profile for groups and users, modify the access permissions. For detailed steps, see "Modifying the permission access list" on page 84.
   - If the folder already has a custom profile and you want to set its permissions back to those of its parent folder, click the Reset to Parent button.

Modifying the permission access list

You can change the permission for a course folder by adding or removing users and groups from the list. Doing this lets you control exactly who has what type of access to your course.

Note: Users belonging to the Course Manager and Account Administrator groups can manage all courses and course folders.

To add a user or group to the permission access list:

1. In the access list navigation bar, click the Add button.

   A list of users and groups appears.

2. Select the type of permission that you want to assign to specific groups or users from the pop-up menu at the top of the window.

   You can choose from Access Denied and Manage. For more information, see "About Permissions" on page 13.

3. Click the check boxes next to the groups or users you want to add to the permission profile for the permission type you selected in step 2.

4. If you want to add more users or groups with a different permission type, do the following:

   - Click Apply.
   - Repeat steps 2 and 3 with another permission type.

5. Click OK.

   You are returned to the main Customize Permissions page, which now displays a list of all the users or groups and their corresponding permissions.

6. If you want to update the permission type assigned to any user or group, do the following:

   - Select a new permission type from the pop-up menu next to the user's or group's name.
   - Click the Apply button at the top of the page.

To remove a user or group from the permission access list:

1. On the Set Permissions page, select the check boxes next to the names of groups and users that you want to remove from the permission profile.

2. Click the Remove button.

3. On the Remove page, click the Remove button.

CHAPTER 5
Managing the Meeting Library

A Macromedia Breeze Live meeting is an online real-time meeting in which a presenter can show slides or multimedia presentations, screen share, chat, and broadcast live audio and video. A Breeze meeting takes place in a Breeze meeting room, a Macromedia Flash application that you run in a browser window by using Flash Player. You create the meeting room in which a meeting takes place by using the Breeze Manager.

All Breeze Live meeting rooms are contained and organized in a directory of folders called the Meeting Library. You access the Meeting Library by clicking the Meetings tab at the top of the Breeze Manager window. As you navigate the meeting folders, the names of the folders are displayed as a navigation links trail near the top of the browser window.

To manage the Meeting Library, you must have manage permissions for the meeting folder in the Meeting Library that you are manipulating. To edit a meeting or change the participants list for a meeting, you must be a presenter for the meeting in addition to having manage permissions for the folder. Within the Meeting Library, you can perform the following tasks:

Navigate meetings Navigate to and view information about specific meeting rooms. See "Navigating the Meeting Library" on page 92 and "Viewing meeting information" on page 93.

Create meetings Create new meeting rooms. See "Creating a meeting" on page 95.

Organize the Meeting Library Move and delete meeting rooms and meeting folders within your Meeting Library. See "Managing meetings" on page 100 and "Managing meeting folders" on page 108.

Edit meeting rooms Edit meeting information, the participants list for a meeting room, and meeting self-registration. See "Managing meetings" on page 100.

Manage uploaded content Manage content uploaded to the server during a meeting. See "Moving uploaded content to the Content Library" on page 106 and "Deleting uploaded content" on page 107.

Manage meeting recordings Manage recordings made of meetings in a meeting room. See "Moving meeting recordings to the Content Library" on page 107 and "Deleting a meeting recording" on page 108.

Send meeting invitations Send e-mail invitations to meeting participants. See "Step 4: Sending invitations" on page 99 and "Sending meeting invitations" on page 105.

Set Meeting Library permissions Control which users and groups can access and manage specific meeting folders in your Meeting Library by assigning permissions. See "Setting meeting folder permissions" on page 110.

View reports Get information about meeting rooms and meeting participation. See "Meeting reports" on page 119.

To access the Meetings page:

- Click the Meetings tab.

  The Meetings page appears with the contents of either the Shared Meetings, User Meetings, or My Meetings folder listed. For more information, see "Structure of the Meeting Library" on page 90.

About Breeze meetings

Before you can create and manage meetings, you must become familiar with the following terminology and characteristics of Breeze meetings:

- "Meeting room versus meeting" on page 88
- "Location of meetings" on page 88
- "Types of meetings" on page 89
- "Meeting permissions" on page 89

Meeting room versus meeting

Macromedia Breeze Live is unique among web meeting applications because you use it not only to schedule online meetings at particular times, but also to create meeting rooms. You create a virtual meeting room before a meeting starts and, just as a real meeting room does, the virtual meeting room continues to exist after a meeting.

A meeting is a gathering of people and resources in a certain place on a certain day between certain start and end times. The meeting itself exists only for that period of time.

A meeting room lives between meetings. It is where people go to conduct their meetings. They return to the room repeatedly, often at regular intervals.

Because Breeze meeting rooms "live" between meeting sessions, you can set up, add content to, and customize meeting rooms, and these changes remain between meetings. The changes do not disappear when the meeting ends.

Note: The terms *meeting* and *meeting room* are used interchangeably in this guide to refer to the persistent meeting room.

Location of meetings

When you create a Breeze meeting, it is assigned a unique URL. Participants attend a meeting by browsing to the meeting room's URL. The meeting room is a Macromedia Flash application that runs in a browser window using Flash Player.

For more information, see "Creating a meeting" on page 95.

Types of meetings

You can create two types of meetings:

Invitees Only Accessible only to registered Breeze users or accepted guests. A registered Breeze user is a user who is listed as a participant for the meeting in the Breeze Manager. Participants must log in to the meeting with a valid Breeze login and password or be accepted into the room by a presenter.

Anyone Accessible to anyone who receives the meeting URL.

For more information, see "Creating a meeting" on page 95.

Meeting permissions

When you create a meeting room, you can add Breeze users to its participants list. You specify each participant's permission for the meeting as one of the following:

Presenter A presenter can screen share, chat, broadcast live audio and video, customize the meeting room layout, and show content to the participants that includes Breeze presentations, slides (PPT files), Flash files (SWF files), Flash Video files (FLV files), and images (JPEG files).

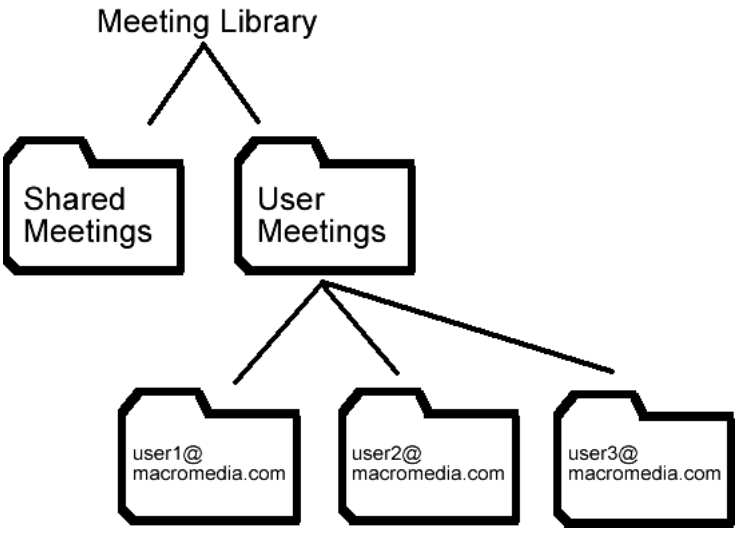
Participant A participant can view the content that the presenter is showing or sharing, hear and see the presenter's audio and video broadcast, use text chat, and broadcast their own audio and video, if given permission.

For more information on setting permissions for registered meeting participants, see "Step 2: Selecting participants" on page 97 and "Changing meeting participants" on page 103.

For more information on participating and presenting in Breeze meetings, see *Breeze Live User Guide for Meeting Presenters* and *Breeze Live User Guide for Meeting Participants*.

Structure of the Meeting Library

The Meeting Library is structured as follows:



Shared Meetings This folder is initially empty. You can place meeting rooms here that multiple users will access and manipulate. This folder is visible only to users with view permission. Account administrators and account meeting administrators can manage it. After a meeting is created, only certain people can edit a meeting or change the participants list. These people include users with manage permissions for the meeting folder, who also are designated as presenters for the meeting, or account administrators. Account meeting administrators can only edit and add participants to meetings for which they are also presenters.

User Meetings This folder includes one folder for each account meeting administrator. When a user is assigned to the Account Meeting Administrators group, Breeze creates an individual user folder here. This folder is visible only to users with view permission. Account administrators can manage it.

My Meetings Each account meeting administrator has their own folder within the User Meetings folder. The actual name of the folder is the user's user name, which is their e-mail address. Only account meeting administrators have a My Meetings shortcut in the application that points to their individual folder in the User Meetings folder. Account administrators can manage all the individual user folders. An account meeting administrator can manage only their individual user folder in the User Meetings folder.

Note: Other users may have manage permissions for these folders as well, if an account administrator gives a group or user specific permissions.

Meeting Library permissions

The ability to create, manage, and edit meetings in various folders in the Meeting Library is determined by what groups a user belongs to, and what individual permissions are assigned to a user for specific files and folders.

Meeting permissions for built-in groups

The following table shows the features that are accessible to each built-in group:

Group	Shared Meeting folder	User Meeting folder	My Meetings folder
Account Administrators	Manage	Manage	Manage individual user folders / do not have their own folder
Account Authors	None	None	None
Course Managers	None	None	None
Account Meeting Administrators	Manage*	None	Manage* / have their own folder

* Account meeting administrators can only edit and add participants to meetings for which they are also presenters.

Meeting permissions for permission types

Meeting permissions control what features a user can access. You can assign a user two types of permissions for the Meeting Library: manage and access denied.

Note: There are no publish or view permission types as there are for the Content Library.

The following table shows a summary of Meeting Library functionalities allowed for each permission type. A check mark indicates that the feature is allowed; an *X* means that a user with this permission is explicitly denied access.

Feature	Access denied	Manage
Navigate meeting folders	X	✔
View meeting summary	X	✔
View	X	✔
Edit meeting participants list	X	✔ Also must be a presenter for the meeting
View and manage meeting uploaded content list	X	✔
View and manage meeting recordings list	X	✔
Create new meeting	X	✔
Move meetings	X	✔
Delete meetings	X	✔
Edit meeting information	X	✔ Also must be a presenter for the meeting
Change meeting participants	X	✔
Send meeting invitations	X	✔

Feature	Access denied	Manage
Set up meeting self-registration	X	✔
Move uploaded content to the Content Library*	X	✔
Delete uploaded content	X	✔
Move meeting recordings to the Content Library*	X	✔
Delete meeting recordings	X	✔
Create meeting folders	X	✔
Move meeting folders	X	✔
Delete meeting folders	X	✔
Set meeting folder permissions	X	✔
View meeting reports	X	✔

* This does not apply if just the Breeze Live module of the Breeze Presentation platform is purchased.

For more information on how permissions are determined for a user who belongs to multiple groups and has multiple permissions, see "About multiple permissions precedence" on page 20.

Navigating the Meeting Library

Navigation controls exist for the following tasks:

- "Opening a folder" on page 92
- "Moving up one directory level" on page 92
- "Returning to any higher parent directory level" on page 93

Opening a folder

You open a folder by clicking the folder name in the list.

To open a folder:

1. Click the Meetings tab located at the top of the Breeze Manager window.
2. Select the name of a folder.

   The folders and files within that Meeting folder are displayed, and the name of the selected directory is displayed in the navigation links trail near the top of the browser window.

Moving up one directory level

You can move up to the parent folder, the folder one level above the current folder, by clicking the Up One Level button in the navigation bar above the meeting list.

To move up one folder:

- Click the Up One Level button in the navigation bar above the meeting list.

  The folders and files within the parent folder are displayed. The name and location of the parent folder are displayed in the navigation links trail near the top of the browser window.

Returning to any higher parent directory level

Above the navigation bar is a trail of navigation links, indicating your current location in the directory structure. You can move up to any parent folder, not just the one immediately above the current folder, by clicking the name of the parent directory in this list of navigation links. Using the navigation links enables you to navigate quickly to any of the parent folders.

To return to any parent folder:

- Click the name of the parent directory in the navigation links trail above the navigation bar.

  The folders and files within the higher parent directory are displayed. The name and location of the parent folder are displayed in the navigation links trail near the top of the browser window.

Searching Meeting Library archives

You can quickly locate archived meeting information, including any Breeze content that was presented in the meeting, by using keywords to search the Meeting Library archives. The input text field for entering search keywords is located on the Breeze Manager home page.

To use keywords to search for meeting information:

1. Click the Home tab at the top of the Breeze Manager window.
2. Type one or more keywords into the Search Breeze text field.
3. Click the Go button.

   The browser window shows the archive meeting name and information, along with a file preview.

Note: You can easily create archives of Breeze meetings from Breeze Live. For more information, see *Breeze Live User Guide for Meeting Presenters*.

Viewing meeting information

You can view information about a meeting from within the Breeze Manager application.

Viewing a meeting summary

Every meeting room has a Meeting Information page that contains the following information:

Meeting name The name of the meeting

Summary The summary of the meeting

Start time If specified, the start time of the meeting in this meeting room

Duration If specified, the duration of the meeting in this meeting room

URL for Meeting The URL for the meeting room

Status The number of users in the meeting

Depending on which options were selected when the meeting was created, additional information might also appear here; for example, information about self-registration.

To view a meeting summary:

1. Click the Meetings tab at the top of the Breeze Manager window.
2. Navigate to the folder that contains the meeting for which you want to get information.

   For more information, see "Navigating the Meeting Library" on page 92.
3. In the meeting list, select the name of the meeting.

   The Meeting Information page appears.

Viewing a participants list

You can view a list of all registered participants for each meeting room.

To view a meeting participants list:

1. Click the Meetings tab at the top of the Breeze Manager window.
2. Navigate to the folder that contains the meeting for which you want to get information.

   For more information, see "Navigating the Meeting Library" on page 92.
3. In the meeting list, select the name of the meeting.

   The Meeting Information page appears.
4. Click the Edit Participants link in the navigation bar.

   The names of registered participants and groups are displayed.

To edit the list of participants, see "Changing meeting participants" on page 103.

Viewing an uploaded content list

You can also view a list of all content that has been uploaded to the Breeze server from a meeting room.

To view a meeting uploaded content list:

1. Click the Meetings tab at the top of the Breeze Manager window.
2. Navigate to the folder that contains the meeting for which you want to get information.

   For more information, see "Navigating the Meeting Library" on page 92.
3. In the meeting list, select the name of the meeting.

   The Meeting Information page appears.
4. Click the Uploaded Content link in the navigation bar.

   A list of all uploaded content is displayed.

To edit the list of uploaded content, see "Moving uploaded content to the Content Library" on page 106 and "Deleting uploaded content" on page 107.

Viewing a recordings list

You can view a list of all recordings that have been made of meetings in a meeting room.

To view a meeting recordings list:

1. Click the Meetings tab at the top of the Breeze Manager window.
2. Navigate to the folder that contains the meeting for which you want to get information.

   For more information, see "Navigating the Meeting Library" on page 92.
3. In the meeting list, select the name of the meeting.

   The Meeting Information page appears.
4. Click the Recordings link in the navigation bar.

   A list of all recordings for the meeting room is displayed.

To edit the list of recordings, see "Moving meeting recordings to the Content Library" on page 107 and "Deleting a meeting recording" on page 108.

Creating a meeting

To create a meeting, navigate to the folder in the Meeting Library where you want to add the new meeting, click the New Meeting button, and then follow the steps in the Meeting Wizard. The steps in the Meeting Wizard are as follows:

Step 1: Entering meeting information Enter a meeting name, summary, start date and time, and duration, and specify who can attend: only registered Breeze users (Invitees Only) or anyone who receives the URL. See "Step 1: Entering meeting information" on page 96.

Step 2: Selecting participants If the meeting is open only to registered Breeze users, select the users and groups that you want to register as participants or presenters for the meeting. See "Step 2: Selecting participants" on page 97.

Step 3: Enable meeting self-registration If the meeting is open only to registered Breeze users, you can enable meeting self-registration. If the meeting is public, the wizard proceeds to step 4. If the meeting is private, you can enable self-registration by meeting participants. See "Step 3: Enable meeting self-registration" on page 98.

Step 4: Sending invitations Set up a custom invitation message to be sent to registered participants. The message would contain the meeting date, time, duration, and location. You can also choose to attach to the e-mail a Microsoft Outlook vCalendar file (VCS) so that participants can add the Breeze meeting to their calendars. See "Step 4: Sending invitations" on page 99.

Before creating a meeting, ensure that you created the Breeze users that you want to register as meeting participants or presenters. For more information, see "Creating a new user" on page 26.

To access the Meeting Wizard:

1. Click the Meetings tab at the top of the Breeze Manager window.
2. Navigate to the folder where you want to add a new meeting.

   For more information, see "Navigating the Meeting Library" on page 92.
3. Click the New Meeting button in the navigation bar.

   The Enter Meeting Information page appears.
4. Follow the steps in the Meeting Wizard.

For more information, see "Step 1: Entering meeting information" on page 96, "Step 2: Selecting participants" on page 97, "Step 3: Enable meeting self-registration" on page 98, and "Step 4: Sending invitations" on page 99.

Step 1: Entering meeting information

The first step in the Meeting Wizard is to enter meeting information. You can edit meeting information any time after the meeting is created. For more information, see "Editing meeting information" on page 103.

Meeting Name A required field that is displayed in the meeting list and in reports.

Summary A meeting summary that is displayed on the Meeting Information page and in meeting reports. A meeting summary can have a maximum of 750 characters.

Start Time The month, day, year, and time that the meeting starts.

Duration The approximate time (in hours and minutes) that the meeting will last.

Meeting Access The type of admission allowed. There are two categories:

Invitees Only Only registered users and accepted guests can enter the meeting room. In this case, you can generate a report listing all attendees at the meeting.

Anyone Anyone who has the URL for the meeting can enter the room. In this case, no attendance report is available.

Note: If you change the meeting start date to a date in the future, participants and presenters can still enter the meeting room at any time. When you are logged in to a meeting room, you can stop participants from entering the room between meetings. For more information, see *Breeze Live User Guide for Meeting Presenters*.

To enter meeting information:

1. (Optional) On the Enter Meeting Information page, enter a meeting name and summary.

   Note: The Enter Meeting Information page appears after you start the Meeting Wizard. See "Creating a meeting" on page 95.

2. Select the month, day, year, and time for the meeting start date.
3. Select the duration of the meeting (hours and minutes).
4. Select the primary language that the meeting participants will communicate with.
5. Select the radio button for who can attend the meeting.
6. Do one of the following:
   - Click the Next button.

     The Select Participants page appears.
   - Click the Finish button.

     This ends the Meeting Wizard without selecting participants (if you have an Invitees Only meeting) and sending meeting invitations.

To select meeting participants after the meeting is created, see "Changing meeting participants" on page 103. To enable meeting participant self-registration, see "Setting up meeting self-registration" on page 100. To send meeting invitations after the meeting is created, see "Sending meeting invitations" on page 105.

Step 2: Selecting participants

If you limit your meeting to Invitees Only in the last step of the Meeting Wizard ("Step 1: Entering meeting information" on page 96), the next step is to select the meeting participants. If you are creating a meeting that anyone can attend if they have the URL, go to the step 4 ("Step 4: Sending invitations" on page 99).

For an Invitees Only meeting, you can select users and groups to be participants or presenters in your meeting. Only Breeze users whom you explicitly make participants or presenters in your meeting are assured that they can log in to the meeting. Uninvited users who have the URL to the meeting room can attempt to log in as guests. In this case, a presenter can grant admission to guests on an individual basis.

Note: You can change the registered meeting participants or presenter any time after you create the meeting. For more information, see "Changing meeting participants" on page 103.

Instead of creating a list of specific enrollees at this step, you can leave the list blank, and then set up self-registration for the meeting after you create it. For more information, see "Setting up meeting self-registration" on page 100.

To register meeting participants:

1. On the Select Participants page, click the Add button.

   Note: The Select Participants page appears after you complete "Step 1: Entering meeting information" on page 96.

2. Navigate to the users and groups that you want to register for your meeting.

   For more information, see "Navigating users and group lists" on page 24.

3. Select the check boxes next to the names of the users and groups that you want to register for your meeting.
4. Select the permission type (participant or presenter) that you want to assign the selected users and groups, using the pop-up menu near the top of the page.
5. Do one of the following:
   - Click the Next button at the bottom of the page.
   - Click the Apply button.
6. When you finish adding users and groups, click the OK button.

   The users and groups you selected are displayed.

7. If you want to remove any of the users or groups, select the check boxes next to the users or groups that you want to remove, and then click the Remove button.

   You can also change this list later, after the meeting is created. See "Changing meeting participants" on page 103.

8. If you want to change the permission type (presenter or participant) for any user or group, change the permission type in the pop-up menu in the Permission column.

   You can also change the permission types of registered participants later, after the meeting is created. See "Changing meeting participants" on page 103.

9. Do one of the following:

   - Click the Next button.

     The Self-Registration page appears.

   - Click the Finish button.

     This ends the Meeting Wizard without enabling self-registration or sending meeting invitations.

To enable meeting self-registration after the meeting is created, see "Setting up meeting self-registration" on page 100. To send meeting invitations after the meeting is created, see "Sending meeting invitations" on page 105.

Step 3: Enable meeting self-registration

Instead of specifying Breeze groups or users to enroll in a specific meeting, you can set up self-registration. Meeting self-registration lets users register and enroll themselves in a meeting so that you don't have to create a Breeze user account for them and specifically enroll them in the meeting.

To enable self-registration:

1. On the Self-Registration page, click Yes.

   This enables self-registration.

   Note: The Self-Registration page is available only for private meetings, and is visible only after you complete "Step 2: Selecting participants" on page 97.

2. Select whether to automatically add self-registered users to a group, Do one of the following:

   - Click No.

     You did not add any self-registered users to a group.

   - Click Yes, add users to the following group.

     Select the group to add these users to, from the pop-up menu.

3. Do one of the following:

   - Click the Next button.

     The Send Invitations page opens.

   - Click the Finish button.

     This ends the Meeting Wizard without sending invitations for the meeting.

To send meeting invitations after the meeting is created, see "Sending meeting invitations" on page 105.

Step 4: Sending invitations

The final step in the Meeting Wizard is to send meeting invitations. A meeting invitation is an e-mail sent to meeting participants informing them about the meeting date, time, duration, and location. The invitation process differs depending on the type of meeting that you are having:

Invitees Only If your meeting is for registered Breeze users only, you create a custom e-mail message from within the Breeze Manager. You can send the e-mail to all registered participants and presenters, presenters only, or participants only. You can customize both the subject and the message body. You can also attach a Microsoft Outlook vCalendar file (VCS) to the e-mail, which participants can open to add the Breeze meeting to their calendars.

Anyone If your meeting is open to anyone who receives the meeting URL, you can press a button to start the creation of an e-mail in your own e-mail application. The new message contains a prepopulated subject (Breeze Meeting Invitation) and a prepopulated message (containing the meeting date, time, duration, location, and summary) that you can edit.

You can also send meeting invitations any time after the meeting is created. For more information, see "Sending meeting invitations" on page 105.

To send invitations for an Invitees Only meeting:

1. On the Send Invitation page, ensure that the radio button next to Send invitations is selected.

   Note: The Send Invitation page appears after you complete "Step 2: Selecting participants" on page 97.

2. In the To pop-up menu, select to whom you want to send the invitation: participants and presenters, presenters only, or participants only.
3. Edit the subject and the message body.
4. Do one of the following:
   - Leave the Yes check box selected to attach a Microsoft Outlook vCalendar (VCS) file to the e-mail. (The check box is located next to Add to Microsoft® Outlook™ Calendar Event (vCal) to Email Message option.)

     This lets participants add the Breeze meeting to their calendars.
   - Deselect this check box.

     A VCal notification. is not included.
5. Click the Finish button.

   The Meeting Information page appears.

To send invitations for a meeting open to anyone:

1. Select the Meeting tab at the top of the Breeze Manager window.
2. Navigate to the meeting for which you want to send invitations.

   For more information, see "Navigating the Meeting Library" on page 92.
3. Click the Invitations link in the navigation bar.
4. On the Invitations page, click the Send E-mail Invitations button.

A new message starts in your e-mail client. Select the people to whom you want to send the e-mail.

5. Edit the e-mail subject and message.
6. Send the e-mail.
7. Return to the Breeze Manager and click the Finish button.

   The Meeting Information page appears.

Managing meetings

If you are an account administrator, an account meeting administrator, or a user with permission to manage a specific Meeting Library folder, you can manage meetings by doing the following:

- "Setting up meeting self-registration" on page 100
- "Moving a meeting" on page 101
- "Deleting a meeting" on page 102
- "Editing meeting information" on page 103*
- "Changing meeting participants" on page 103*
- "Sending meeting invitations" on page 105
- "Moving uploaded content to the Content Library" on page 106
- "Deleting uploaded content" on page 107
- "Moving meeting recordings to the Content Library" on page 107
- "Deleting a meeting recording" on page 108

To edit a meeting or change the participants list for a meeting, you must be a presenter for the meeting, and have manage permissions for the meeting folder.

Setting up meeting self-registration

Instead of specifying Breeze groups or users to enroll in a specific meeting, you can set up self-registration. Meeting self-registration lets users register and enroll themselves in a meeting so that you don't have to create a Breeze user account for them and specifically enroll them in the meeting. People do not have to be existing Breeze users to self-enroll for a meeting.

When you enable self-registration for a meeting, a special meeting URL is generated, which you distribute to users. This meeting URL is provided after you submit the Self-Registration page. You can then distribute the meeting self-registration URL to whomever you want, by using e-mail or posting the URL on a website.

Note: If you enable self-registration, you must distribute the special meeting access URL listed on the Self-Registration page to Breeze users. This URL has a special access key attached to it.

When people browse to the URL, they are prompted to log in as an existing Breeze user or as a new user. In each case, the following occurs:

- If the person is already a Breeze user and the person logs in with their existing user name and password, the person is automatically added to the enrollee list for the meeting.

- If the person is not already a Breeze user, the person must enter an e-mail address and password. The person is automatically created as a Breeze user (with no permissions) and added to the enrollee list for the meeting.

To set up meeting self-registration:

1. Select the Meeting tab at the top of the Breeze Manager window.
2. Navigate to the meeting for which you want to set up self-registration.

   For more information, see "Navigating the Meeting Library" on page 92.
3. In the meeting list, select the name of the meeting.

   The Meeting Information page appears.
4. Click the Self-Registration link in the navigation bar.
5. On the Self-Registration page, click Yes for the Enable Self-Registration check box.
6. Do one of the following:
   - Click No to not add self-registered users to a group.

     Self-registration for users is enabled.
   - Click Yes, add users to the following group

     Self-registration for users is enabled. Select which group to add these users to from the pop-up menu.
7. Click the Save button.

To disable meeting self-registration:

1. Select the Meeting tab at the top of the Breeze Manager window.
2. Navigate to the meeting for which you want to disable self-registration.

   For more information, see "Navigating the Meeting Library" on page 92.
3. In the meeting list, select the name of the meeting.

   The Meeting Information page appears.
4. Click the self-registration link in the navigation bar.
5. On the Self-Registration page, deselect the Enable self-registration check box.
6. Click the Save button.

Moving a meeting

Account administrators, account meeting administrators, and users with permission to manage a specific Meeting Library folder can change the location of a meeting.

To move a meeting:

1. Click the Meetings tab at the top of the Breeze Manager window.
2. Navigate to the location of the meeting that you want to move.

   For more information, see "Navigating the Meeting Library" on page 92.
3. Select the check boxes that are located to the left of the meetings that you want to move.

4. Click the Move button, located in the menu bar above the meeting list.

   A new window appears, listing the items that you selected and letting you specify their new folder location.

5. Navigate to the folder location where you want to place the meetings by clicking the folder titles or the Up One Level button.

   As you navigate to the new location, the new destination is shown in the upper right of the Breeze Manager window.

6. Click the Move button.

   The Move Successful page appears, confirming that the move was successful.

7. Click OK.

Deleting a meeting

Account administrators, account meeting administrators, or users with permission to manage a specific Meeting Library folder can delete meetings.

When a meeting is deleted, the following occurs:

- The meeting is removed from the Meeting Library.
- Participants can no longer access the meeting room.
- Reports for the meeting are no longer available.
- The uploaded content and recordings associated with a meeting room are removed from the Meeting Library.

If you want to prevent access to a meeting but retain reporting information, you can make the meeting accessible only to registered Breeze users and remove everyone from the meeting participants list. For more information, see "Editing meeting information" on page 103 and "Changing meeting participants" on page 103.

To delete a meeting:

1. Select the Meetings tab at the top of the Breeze Manager window.
2. Navigate to the meetings that you want to delete.

   For more information, see "Navigating the Meeting Library" on page 92.

3. Select the check boxes that are located to the left of the meetings that you want to delete.
4. Click the Delete button in the menu bar above the meeting list.
5. On the Delete page, click the Delete button to permanently delete the selected meetings.

Editing meeting information

If you are an account administrator or a presenter, you can modify the following meeting properties:

Meeting Name A required field that is displayed in the meeting list and in reports.

Summary A meeting summary that is displayed on the Meeting Information page and in meeting reports. A meeting summary can be up to 750 characters in length.

Start time The month, day, year, and time the meeting starts.

Duration The hours and minutes that the meeting will last.

Meeting Access You can choose between two options: Only registered users and accepted guests can enter the room, or Anyone who has the URL for the meeting can enter the room.

Registered Breeze users only Participants must enter their Breeze user name and password to enter the meeting room. An individual attendance report is available for the meeting.

People with the meeting URL can enter as guests Participants can enter the meeting room as guests. These participants are not included in individual attendance reports or in the meeting.

Note: If you change the meeting start date to a date in the future, participants and presenters can still enter the meeting room at any time. When you are logged in to a meeting room, you can stop participants from entering the room between meetings. For more information, see *Breeze Live User Guide for Meeting Presenters*.

To edit a meeting's information:

1. Select the Meetings tab at the top of the Breeze Manager window.
2. Navigate to the meeting whose information you want to edit.

   For more information, see "Navigating the Meeting Library" on page 92.
3. In the meeting list, select the name of the meeting.

   The Meeting Information page appears.
4. Click the Edit Information link in the navigation bar.

   The Edit Information page appears.
5. Edit the meeting information.
6. Click the Save button.

Changing meeting participants

You can add or remove participants for a meeting and change a participant's permission setting (presenter or participant) if you are an account administrator or a presenter for the meeting.

Participants who are removed from the meeting do not receive any invitation; they are simply no longer able to access the meeting (unless the meeting's access is changed to Anyone).

To add meeting participants:

1. Select the Meetings tab at the top of the Breeze Manager window.
2. Navigate to the meeting whose content you want to change.

For more information, see "Navigating the Meeting Library" on page 92.

3. In the meeting list, select the name of the meeting.

   The Meeting Information page appears.

4. Click the Edit Participants link in the navigation bar.

   The Edit Participants page appears.

5. Click the Add button in the navigation bar.

6. Select the check boxes next to the names of the users or groups that you want to register for your meeting.

7. Select the permission type (participant or presenter) that you want to assign to the selected users or groups, using the pop-up menu near the top of the page.

8. Do one of the following:

   - Click the Next page link at the bottom of the page.
   - Click the Apply button.

9. When you finish adding users and groups, click the OK button.

   The users or groups you selected are displayed.

To remove meeting participants:

1. Select the Meetings tab at the top of the Breeze Manager window.

2. Navigate to the meeting whose content you want to change.

   For more information, see "Navigating the Meeting Library" on page 92.

3. In the meeting list, select the name of the meeting.

   The Meeting Information page appears.

4. Click the Edit Participants link in the navigation bar.

   The Edit Participants page appears.

5. Click the check boxes next to the groups or users that you want to remove from the participants list.

6. Click the Remove button.

7. On the Remove page, click the Remove button.

   The Edit Participants page is refreshed, and the updated participants list is displayed.

8. When you have deleting all desired users or groups, click the OK button.

   The Meeting Information page is displayed.

To change a participant's meeting permission:

1. Select the Meetings tab at the top of the Breeze Manager window.

2. Navigate to the meeting whose content you want to change.

   For more information, see "Navigating the Meeting Library" on page 92.

3. In the meeting list, select the name of the meeting.

The Meeting Information page appears.

4. Click the Edit Participants link in the navigation bar.

   The Edit Participants page appears.

5. Select the new permission type that you want to assign to a user or group, using the pop-up menu in the Permissions column.

6. Do one of the following:

   - Click the Next button at the bottom of the page.
   - Click the Apply button.

7. When you have finished changing permissions for users and groups, click the OK button.

   The Meeting Information page appears.

Sending meeting invitations

If you are an account administrator, an account meeting administrator, or a user with permission to manage a specific Meeting Library folder, you can send meeting invitations.

A meeting invitation is an e-mail sent to meeting participants informing them about the meeting date, time, duration, and location. The way that invitations are sent depends on the type of meeting:

Invitees Only If your meeting is for registered Breeze users only, you create a custom e-mail message from within the Breeze Manager. You can send the e-mail to all registered participants and presenters, presenters only, or participants only. You can customize the subject and message body. You can also attach a Microsoft Outlook calendar vCard so that participants can add the Breeze meeting to their calendars.

Anyone If your meeting is open to anyone who receives the meeting URL, you can press a button to start the creation of an e-mail in your own e-mail application. The new message contains a prepopulated subject (Breeze Meeting Invitation) and a prepopulated message (containing the meeting date, time, duration, location, and summary) that you can edit.

To send invitations for an Invitees Only meeting:

1. Select the Meetings tab at the top of the Breeze Manager window.
2. Navigate to the meeting for which you want to send an invitation.

   For more information, see "Navigating the Meeting Library" on page 92.

3. In the meeting list, select the name of the meeting.

   The Meeting Information page appears.

4. Click the Invitations link in the navigation bar.

   The Invitations page appears.

5. In the To pop-up menu, select to whom you want to send the invitation: participants and presenters, presenters only, or participants only.
6. Edit the subject and the message body.

7. Select the check box next to the Attach Microsoft® Outlook™ calendar Event (vCal) to Email Message option, if you want the e-mail to include a Microsoft Outlook Calendar vCard attachment.
8. Click the Send button.

   The Meeting Information page appears.

To send invitations for a meeting open to anyone:

1. Select the Meetings tab at the top of the Breeze Manager window.
2. Navigate to the meeting for which you want to send an invitation.

   For more information, see "Navigating the Meeting Library" on page 92.
3. In the meeting list, select the name of the meeting.

   The Meeting Information page appears.
4. Click the Invitations link in the navigation bar.

   The Invitations page appears.
5. Click the Send E-Mail Invitations button.

   A new message is started in your e-mail client.
6. Select the people to whom you want to send the e-mail.
7. Edit the e-mail subject and message.
8. Send the e-mail.

Moving uploaded content to the Content Library

If you are an account administrator, an account meeting administrator, or a user with permission to manage a specific Meeting Library folder, you can move the content uploaded from a meeting room to the Content Library.

Note: If you use Breeze Live with the Breeze Presentation platform, you can move content uploaded from a meeting room to a Content Library folder, but you cannot move content from a Content Library folder to a Meeting Library folder to make the content available in a meeting room. If just the Breeze Live module of the Breeze Presentation platform is purchased, you cannot move content uploaded from the meeting room to the Content Library.

To move uploaded content:

1. Select the Meetings tab at the top of the Breeze Manager window.
2. Navigate to the meeting whose uploaded content you want to manipulate.

   For more information, see "Navigating the Meeting Library" on page 92.
3. In the meeting list, select the name of the meeting.

   The Meeting Information page appears.
4. Click the Uploaded Content link in the navigation bar.

   The Uploaded Content page appears.
5. Select the check boxes next to the files that you want to move.

6. Click the Move To Folder button in the navigation bar.

   A new window appears, listing the items that you selected and letting you specify their new folder location in the Content Library.

7. Navigate to the folder location in the Content Library where you want to move the content file by clicking the folder titles or the Up One Level button.

   As you navigate to the new location, the new destination is shown in the upper right of the Breeze Manager window.

8. Click the Move button.

   The Move Successful page appears, confirming that the move was successful.

9. Click OK.

Deleting uploaded content

If you are an account administrator, an account meeting administrator, or a user with permission to manage a specific Meeting Library folder, you can delete uploaded content associated with a meeting.

To delete uploaded content:

1. Select the Meetings tab at the top of the Breeze Manager window.
2. Navigate to the meeting whose uploaded content you want to manipulate.

   For more information, see "Navigating the Meeting Library" on page 92.

3. In the meeting list, select the name of the meeting.

   The Meeting Information page appears.

4. Click the Uploaded Content link in the navigation bar.

   The Uploaded Content page appears.

5. Select the check boxes next to the files that you want to delete.
6. Click the Delete button in the navigation bar.
7. On the Delete page, click the Delete button to permanently delete the selected content.

   The Uploaded Content page appears with an updated content list.

Moving meeting recordings to the Content Library

If you are an account administrator, an account meeting administrator, or a user with permission to manage a specific Meeting Library folder, you can move meeting room recordings from a meeting room to the Content Library.

Note: If just the Breeze Live module of the Breeze Presentation platform is purchased, you cannot move meeting recordings to the Content Library.

To move a meeting room recording:

1. Select the Meetings tab at the top of the Breeze Manager window.
2. Navigate to the meeting whose recording you want to move.

For more information, see "Navigating the Meeting Library" on page 92.

3. In the meeting list, select the name of the meeting.

   The Meeting Information page appears.

4. Click the Recordings link in the navigation bar.

   The Recordings page appears.

5. Select the check boxes next to the recordings that you want to move.

6. Click the Move button in the navigation bar.

   A new window appears, listing the items that you selected and letting you specify their new folder location in the Content Library.

7. Navigate to the folder location in the Content Library where you want to move the recording by clicking the folder titles or the Up One Level button.

   As you navigate to the new location, the new destination is shown in the upper right of the Breeze Manager window.

8. Click the Move button.

   The Recordings page appears with an updated recording list.

Deleting a meeting recording

If you are an account administrator, an account meeting administrator, or a user with permission to manage a specific Meeting Library folder, you can delete meeting recordings.

To delete a meeting room recording:

1. Select the Meetings tab at the top of the Breeze Manager window.
2. Navigate to the meeting whose recording you want to delete.

   For more information, see "Navigating the Meeting Library" on page 92.

3. In the meeting list, select the name of the meeting.

   The Meeting Information page appears.

4. Click the Recordings link in the navigation bar.

   The Recordings page appears.

5. Select the check boxes next to the recordings that you want to delete.
6. Click the Delete button in the navigation bar.
7. On the Delete page, click the Delete button to permanently delete the recordings.

   The Recordings page appears with an updated recording list.

Managing meeting folders

Account administrators, account meeting administrators, and users with permission to manage a specific Meeting Library folder can organize the Meeting Library by creating, moving, and deleting folders. These users can also set permissions for specific folders.

You can manage meeting folders by doing the following:

- "Creating a meeting folder" on page 109
- "Moving a meeting folder" on page 109
- "Deleting a meeting folder" on page 110
- "Setting meeting folder permissions" on page 110

Creating a meeting folder

Account administrators, account meeting administrators, and users with permission to manage a specific Meeting Library folder can create folders and subfolders within it.

To create a meeting folder:

1. Select the Meetings tab at the top of the Breeze Manager window.
2. Navigate to the location where you want to add the new folder.

   For more information, see "Navigating the Meeting Library" on page 92.
3. Click the New Folder button in the menu bar above the meeting list.
4. On the new page that appears, enter the name of the new folder.
5. Click the Save button to create the new folder.

Moving a meeting folder

Account administrators, account meeting administrators, and users with permission to manage a specific Meeting Library folder can move the location of meeting folders. When you move a meeting folder, all the meetings within the folder are also moved to the new location.

To move a meeting folder:

1. Click the Meetings tab at the top of the Breeze Manager window.
2. Navigate to the location of the meeting folder that you want to move.

   For more information, see "Navigating the Meeting Library" on page 92.
3. Select the check boxes to the left of the names of the meeting folders that you want to move.
4. Click the Move button in the menu bar above the meeting list.

   A new window appears, listing the items you selected and letting you specify their new folder location.
5. Click the folder titles or the Up One Level button to navigate to the folder location where you want to place the meetings.

   As you navigate to the new location, the new destination location is shown in the upper right of the Breeze Manager window.
6. Click the Move button.

   The Move Successful page appears, confirming that the move was successful.
7. Click OK.

Deleting a meeting folder

Account administrators, account meeting administrators, and users with permission to manage a specific Meeting Library folder can delete meeting folders.

When a meeting folder is deleted, the following occurs:

- The meeting folder and all items in the folder and its subdirectories are *permanently deleted,* and the information *cannot be retrieved*.
- Participants can no longer access the deleted meetings.
- Reports for the deleted meetings are no longer available.
- The uploaded content and recordings associated with a meeting are removed from the Meeting Library.

To delete a meeting folder:

1. Select the Meetings tab at the top of the Breeze Manager window.
2. Navigate to the folders that you want to delete.
3. Select the check boxes to the left of the folders that you want to delete.
4. Click the Delete button in the menu bar above the meeting list.
5. On the Delete page, click the Delete button to permanently delete the selected items.

Setting meeting folder permissions

By default, when you create a meeting folder in the Meeting Library (see "Creating a meeting folder" on page 109), the folder permissions are set to Same as parent folder. The folder has the same permissions profile as that of the folder in which it is created.

Note: To change permissions on a folder, you must open the folder before setting permissions.

Account administrators, account meeting administrators, and users with permission to manage a specific Meeting Library folder can edit a meeting folder's permission profile.

Note: Unlike in the Content Library, permissions cannot be set for a specific meeting in the Meeting Library. Meeting permissions apply to all the meetings within a folder.

When customizing the permission settings for a meeting folder, you can choose either of the following options:

Create a custom permissions profile for users and groups Add users or groups to the profile and set the access for each user or group to access denied or manage. User or group permissions that you set for the folder take precedence over permissions that are set for the parent folder.

Reset to Parent If a custom permissions profile has already been created for a meeting folder, you can reset it to the permissions profile to its parent folder.

To set permissions for a meeting folder:

1. Click the Meetings tab at the top of the Breeze Manager window.
2. Navigate to the meeting folder whose permission settings you want to set.

   For more information, see "Navigating the Meeting Library" on page 92.

3. Select the name of the meeting folder whose permission settings you want to set.
4. Click the Set Permissions button in the navigation bar.

   The Set Permissions page appears.
5. If you see a Customize button, click it. Otherwise, go to step 6.

   Note: If the folder already has a custom profile, you do not see a Customize button.
6. On the Set Permissions page, do one of the following:
   - Create a custom profile for groups and users or modify an existing profile for groups and users, modify the access permissions. For detailed steps, see "Modifying the permission access list" on page 111.
   - If the folder already has a custom profile and you want to reset the permissions to those of its parent folder, click the Reset to Parent button.

Modifying the permission access list

You can change the permission access list for a meeting folder by adding or removing users or groups from the list. Doing this lets you control exactly who has access to your file and the type of access.

Note: Users who belong to the Account Administrators group can view all meetings and folders. Users who belong to the Account Meeting Administrators group can view all meetings and folders in the Shared Meetings folder and their My Meeting folder.

To add a user or group to the permission access list:

1. Click the Meetings tab at the top of the Breeze Manager window.
2. Click the Set Permissions button.

   The Set Permissions window opens.
3. Click the Add button.

   The Add window opens.
4. Select the check boxes next to the names of the users or groups for whom you want to add access to these folders.
5. Select Access Denied or Manage Permissions from the Add Selected Members pop-up menu to set the level of access.

   Note: You can change the access later if you want to restrict or expand access for specific users.
6. Click apply.
7. If you want to add more users or groups with a different permission type, do the following:
   - Click Apply.
   - Repeat steps 2 and 3 with another permission type.
8. Click OK.

   You are returned to the main Set Permissions page, which shows a list of all the users or groups and their corresponding permissions.

9. If you want to update the permission type assigned to any user or group, do the following:
   - Select a new permission type from the pop-up menu next to the user's or group's name.
   - Click the Apply button at the top of the page.

To remove a user or group from the permission access list:

1. Click the Courses tab at the top of the Breeze Manager window.
2. Select the check boxes next to the names of the folders that you want to remove the user or groups permissions from.
3. Click the Set Permissions button
4. On the Set Permissions page, select the check boxes next to the names of the users or groups that you want to remove the permissions from.
5. Click Remove.
6. On the Remove page, click the Remove button.

   The Set Permissions page appears.

CHAPTER 6
Creating Reports

The Macromedia Breeze Manager provides many types of reports that give you information about courses, meetings, content, users, and your account status.

Report data is visible onscreen in the Breeze Manager window, or can be downloaded in Comma Separated Value (CSV) format that you can import into other applications, such as Microsoft Excel.

You can choose from the following report options:

Content reports Provide statistics on how often content files in your Content Library have been viewed in a given time span. If the content is a presentation, slide summary information is provided. If a presentation includes a quiz, answer summary information is provided. See "Content reports" on page 123.

Course reports Provide summary and detailed information for courses, including users' scores, passing status, certificate number, and total user statistics. See "Course reports" on page 114.

Meeting reports Provide summary information for meetings and meeting participation. See "Meeting reports" on page 119.

User reports Provide information about the courses completed and the meetings attended by individual users. See "User reports" on page 126.

Summary reports in CSV format Provide a summary of seven reports in CSV format. These seven reports summarize Breeze content, course, or meeting results by date, and are only available as a download option. See "Download data" on page 128.

List reports Provide a summary of all Breeze reports available for review. See "List reports" on page 128.

Note: Only meeting reports are available if just the Breeze Live module of the Breeze Presentation platform is purchased.

To access the List Reports page:

- Click the Reports tab.

  The List Reports page appears and lists the report options.

Course reports

Course reports provide information about the number of students who have taken courses and the quality of their performance. You can get aggregate and detailed usage information, including slide views, question responses, and answer breakdowns. You can also download complete course report data for the course, or any of the individually detailed course reports.

Note: To access course reports, you must be an account administrator or have manage permissions for courses.

The course reports section has two main pages, which are discussed in detail later in this section:

Course reports list This page lists the names of courses and folders in the selected directory of the Course Library. From this page, you can navigate to more detailed course reports. For more information, see "Course reports list" on page 114.

Individual course reports This page is an alternate view of the Course Reports List page. The Detailed Course Status Reports page displays summary course statistics for each report in the selected Course Library directory. The page includes course open and close dates, the number of students who completed each course, the number of students who passed each course, and the number of students who failed each course.

For each course, you can also access individual course reports**,** which includes a summary report and reports by slides, by users, by questions, and by answers. For more information, see "Individual course reports" on page 114.

Course reports list

The names of courses and folders in the selected directory of the Course Library are displayed on the List Course Reports page. For each course, the following information is displayed:

Name The name of the course.

ID The course ID, if one has been assigned.

Reports A column that contains links to various types of individual course reports, including a summary report, and reports by slides, by users, by questions, and by answers.

To access the List Course Reports page:

1. Click the Reports tab.

   The List Reports page appears.
2. Do one of the following:
   - Click the Course Reports link in the green navigation bar directly below the Tab menu.
   - Click the View link next to Course Reports on the List Reports page.
   - Click the View Course Reports link in the Course Reports section on the List Reports page.

   The List Course Reports page appears.

Individual course reports

The Breeze Manager provides the following types of detailed reports for a specific course:

Course summary report Provides summary information about the content in your account, including the number of times the content was viewed and the date it was last viewed. See "Course summary report" on page 115.

Course report by slides Provides usage information for each individual slide within a course. See "Course report by slides" on page 115.

Course report by users Provides the status of each user enrolled in the course. See "Course report by users" on page 116.

Course report Lists the questions in the quiz and indicates the number of correct and incorrect responses. See "Course report by questions" on page 117.

Course report by answers Lists the correct answers to all questions in a quiz and shows the number of times that each answer was selected. See "Course report by answers" on page 118.

Course summary report

A course summary report includes the following information:

Course Information The course name, course ID, open date, close date, course URL, and duration (number of slides and audio length).

Course Status The number of enrolled users, courses completed, courses completed by unique users, users who passed, and users who failed.

Quiz and Survey Information The number of questions, total score possible, passing score, average score, high score, and low score.

To access the course summary report for a course:

- Do one of the following:
  - On the Course Reports page, select the name of the course.
  - On the Course Reports page, click the Summary link in the Reports column for that course.
  - From any other individual report page for the course, click the Summary link in the navigation bar below the header for the course.

    The Summary page appears.

Course report by slides

A course report by slides includes the following information:

Slide The slide number. If slide 0 exists, it is a summary page for the presentation.

Views The number of times that a specific slide has been viewed. If a user navigates to the same slide multiple times, each time is counted in the view count.

Last Viewed The date and time that any user last viewed a specific slide.

To access the course report by slides for a course:

- Do one of the following:
  - On the Course Reports page, click the By Slides link in the Reports column for that course.

- From the Course Summary Report page or any other individual report page for the course, click the By Slides link in the navigation bar below the header for the course.

  The By Slides page appears.

To re-sort the data in a course report by slides:

- On the By Slides page, click the header of the Slide, Views, or Last Viewed column.

  The course data is re-sorted by the column that you clicked.

  Note: If you click a column more than once in succession, the data is sorted in the opposite order from the order currently shown, switching from either ascending to descending or descending to ascending.

Course report by users

A course report by users includes the following information:

 # Enrollees The total number of course enrollees.

Average Score The number of times that a specific slide has been viewed. If a user navigates to the same slide multiple times, each time is counted in the view count.

Average Time Taken The date and time that any user last viewed a specific slide.

Users Information about each user who is currently enrolled or who has taken the course. The following information is displayed: user name, user login (e-mail), user status (P for pass, F for fail, C for completing an ungraded course), score (in percent), date that the course was completed, time taken to complete the course, course competition certificate number, and a link to a report that displays the user's responses to the questions. To get more information on individual user responses, see "User response details report" on page 117.

To access the course report by users for a course:

- Do one of the following:
  - On the List Course Reports page, click the By Users link in the Reports column for that course.
  - From the course summary report page or from any other individual report page for the course, click the By Users link in the navigation bar below the header for the course.

    The By Users page appears.

To re-sort the data in a course report by users:

- On the By Users page, click the right pointing arrow in the header of any of the fields displayed.

  The by user course data is re-sorted by the column that you clicked.

  Note: If you click a column more than once in succession, the data is sorted in the opposite order from the order currently shown, switching from either ascending to descending or descending to ascending.

User response details report

For each user in a course report by users, a response details report is available. This report contains the following information:

Quiz summary information The total possible score, the passing score, the user's score, and the user's status (passed or failed).

Questions Information about each question in the quiz, including the question number, the question text, whether the user answered the question correctly (a check mark is displayed for a correct answer, and an *x* is displayed for an incorrect answer), the score obtained for that question, and a link to an answers selected report for each question. For more information on the answers selected report, see "Answers selected report for a user" on page 117.

To access a user response details report:

- On the By Users page, click the Response Details link in the Reports column for that user.

  The User Courses Report page appears.

Answers selected report for a user

For each user and each question in a course, an answers selected report is available. An answers selected report contains the following information:

Question information The question text, all possible question answers, and the correct answers.

User answers The user's answers.

All users answers The number of users who selected each answer and the percentage of all users who selected each answer.

Note: An answers selected report for a question that does not contain any individual user information is also available. See "Answers report for a question" on page 118.

To access the answers selected report for a course:

- On the User Courses Report page, click the answers selected link for an individual question.

Course report by questions

A course report by questions includes the following information:

Quiz summary information The max (maximum) possible score, the passing score, the average score, the high score, and the low score.

Answer information The question number, the question text, the number of users who answered the question correctly, the number of users who answered the question incorrectly, the percentage of users who answered the question correctly, the score for the question, and a link to answers selected reports for each question. For more information on answers selected reports, see "Answers report for a question" on page 118.

To access the course report by questions for a course:

- Do one of the following:

- On the Course Reports page, click the By Questions link in the Reports column for that course.
- From the Course Summary Reports page or from any other individual report page for the course, click the By Questions link in the navigation bar below the header for the course.

The By Questions page appears.

Answers report for a question

For each question in a course, a general answers report is available. An answers report contains the following information:

Question information The question text, all possible answers, and the correct answers.

All users answers The breakdown of answers from all users, including the number of users who selected each answer and the percentage of all users who selected each answer.

Note: The answers report for a question is identical to the answers selected report for a user except that no individual user information is displayed. For more information on the answers selected report for an individual user, see "Answers selected report for a user" on page 117.

To access the answers selected report for a question:

- Do one of the following:
  - On the By Questions page, click the view answers link for a specific question.
  - On the By Answers page, click the view answers link for a specific question.
  - On the By Answers page, click the view answers link for a specific question.

Course report by answers

A course report by answers includes the following information:

Quiz summary information The total possible score, the passing score, the average score, the high score, and the low score.

Answer information The question number, the question text, a list of the answers (labeled A1, A2, and so on), the number of users who selected each answer, and a link to an answers report for each question. For more information on answer reports, see "Answers report for a question" on page 118.

To access the course report by answers for a course:

- Do one of the following:
  - On the List Reports page, click the By Answers link in the Reports column for that course.
  - On the Course Summary Report page or on any other individual report page for the course, click the By Answers link in the navigation bar below the header for the course.

The Course Report By Answers page appears.

Meeting reports

Meeting reports provide information about a meeting room and about each meeting room session. The data includes the number of attendees, invitees, invitees who attended, and invitees who were absent, and it includes the time in, time out, and so on.

Note: To access meeting reports, you must be an account administrator or a meeting administrator, or have manage permissions for the Meeting Library.

You can view the following reports:

Meeting report list This list displays the names of meetings and meeting folders in the selected directory of the Meeting Library. From this page, you can navigate to more detailed meeting reports. For more information, see "Meeting report list" on page 119.

Individual meeting reports For each meeting, you can view an individual meeting summary report, a meeting report by participants, a meeting report by sessions, and a meeting report by polls. For more information, see "Individual meeting reports" on page 120.

Meeting report list

The Meeting Report pages shows the names of meetings and folders in the selected directory of the Meeting Library. Each meeting or meeting folder displays the following information:

Name The name of the meeting or meeting folder.

Reports A column that contains links to two to four individual meeting reports: a summary report, a report by attendees, a report by sessions, and a report by polls. The last two types of reports are only for meetings, not for meeting folders. For more information on individual meeting reports, see "Individual meeting reports" on page 120.

To access the meeting report list:

1. Click the Reports tab.

   The List Reports page appears.
2. Do one of the following:
   - Click the Meeting Reports link in the green navigation bar directly below the Tab menu.
   - Click the View link next to Meeting Reports on the List Reports page.
   - Click the View Meeting Reports link in the Meeting Reports section on the List Reports page.

   The Meeting Reports page appears.

To re-sort the data in the meeting report list:

- On the Meeting Reports page, click the header of the Name column.

  The meeting data is re-sorted by the column that you clicked.

  Note: If you click a column more than once in succession, the data is sorted in the opposite order from the order currently shown, switching from ascending to descending, or descending to ascending.

Individual meeting reports

The Breeze Manager provides the following four types of detailed reports for a meeting:

Meeting summary report For a meeting or a meeting folder, provides summary information, including the number of attendees, invitees, invitees who attended, and invitees who were absent. For a meeting folder, the total numbers for all meetings in the folder are used. For more information, see "Meeting summary report" on page 120.

Meeting report by participants For a meeting or meeting folder, provides detailed meeting participant information, including user name, user login, and time in and time out of the meeting. For more information, see "Meeting report by participants" on page 121.

Meeting report by sessions For a meeting, provides usage information for each slide within a presentation. For more information, see "Meeting report by sessions" on page 121.

Meeting report by polls For a meeting, provides information about poll questions asked during the meeting, including the question numbers and the date they were asked. For more information, see "Meeting report by polls" on page 123.

Meeting summary report

A meeting summary report includes the following information:

Meeting information If a meeting is selected, provides the meeting name and URL used to view the meeting.

Folder information If a meeting includes a meeting folder, provides the number of meetings in the folder.

Aggregate user data The number of meeting participants, invitees, invitees who attended, and invitees who were absent, for all the meetings in a folder.

To access a meeting summary report:

- Do one of the following:
  - On the Meeting Reports page, select the name of the meeting or meeting folder.
  - On the Meeting Reports page, click the Summary link in the Reports column for that meeting or meeting folder.
  - From any other individual report page for the meetings, click the Summary link in the navigation bar below the meeting reports header.

  The Meeting Reports Summary page appears.

Meeting report by participants

You can generate a meeting report by participants for a meeting or for a meeting folder. A meeting report includes the following information:

Meeting summary information The number of participants, invitees, invitees who attended, and invitees who were absent, or these numbers for all the meetings in a folder.

Attendee information Information about each attendee in the meeting or in any meeting in the folder, including the user name (including an icon representing their role), user login (for e-mail), time in, and time out of the meeting. If the report is for a meeting folder, the meeting name is displayed also.

To access the meeting report by attendees:

- Do one of the following:
  - On the Meeting Reports page, click the By Participants link in the Reports column for a meeting or meeting folder.
  - On the Meeting Reports Summary page or on any other individual meeting page, click the By Participants link in the navigation bar below the meeting reports header.

  The By Participants page appears.

To re-sort the data in a meeting report by attendees:

- On the By Participants page, click the header of the Name, Login, Time In, or Time Out column.

  The meeting data is re-sorted by the column that you clicked.

  Note: If you click a column more than once in succession, the data is sorted in the opposite order from the order currently shown, switching from ascending to descending, or descending to ascending.

Meeting report by sessions

You can generate a meeting report by sessions only for an individual meeting. The report includes the following information:

Meeting summary information The number of meeting sessions, the total number of attendees, the total number of registered users, the number of registered users who attended, and the number of guest users who attended.

Session information The session number, the session start time, the session end time, the number of registered users, the number of guest users, and poll information. To get detailed information about a specific session, including how attendee numbers varied throughout the session, see "Session attendance over time report" on page 122.

To access a meeting report by sessions:

- Do one of the following:
  - On the Meeting Reports page, click the By Sessions link in the Reports column for a meeting.
  - From the Summary page (for a meeting report) or from any other individual meeting page, click the By Sessions link in the navigation bar below the meeting reports header.

  The By Sessions page appears.

Session attendance over time report

You can generate a session attendance over time report for any meeting room session that is not currently in progress. The report includes the following information:

Meeting session summary information The meeting room session start and end times, and the total number of participants and presenters for the meeting.

Session time interval information The number of meeting room attendees in each 10-minute interval of a session. The duration of the meeting room session is divided into 10-minute intervals, letting you track the attendance throughout the duration of the session. To obtain a detailed list of who participated in the meeting session in each time interval, see "Session time slot attendee list" on page 122.

To access a session report for a meeting report session:

- On the By Sessions page, click a session number link in the Session column for a specific meeting room session.

  The Session Attendance Over Time page appears.

Session time slot attendee list

A session time slot attendee list can be displayed for each 10-minute interval of a meeting room session. It includes the following information:

Meeting session summary information The meeting room session 10-minute interval start and end times, and the total number of participants during this interval.

Participant information Information for each participant during this 10-minute time interval, including their name (and an icon indicating their role), login (e-mail), and time in and time out of the meeting.

To access a session time slot attendee list:

- On the Session Attendance Over Time page, click an attendee number link in the Number of Attendees column.

  The Session Time Slot Attendee page appears.

Meeting report by polls

A meeting report by polls includes the following information:

Poll summary information The total possible score, the passing score, the average score, the high score, and the low score.

To access the meeting report by polls for a meeting:

- Do one of the following:
  - On the List Meetings Reports page, click the By Polls link in the Reports column for that meeting.
  - From the Summary page (meeting summary) or from any other individual report page for the meeting, click the By Polls link in the navigation bar below the header for the meeting.

  The By Polls page appears.

Content reports

Content reports provide information about how often content files in your Content Library have been viewed. If the content is a presentation, slide summary information is provided. If a presentation includes a quiz, answer summary information is provided.

Note: To access content reports, you must be an account administrator or have manage permissions for content.

You can view the following reports:

Course reports list This list displays the names of courses and folders in the selected directory of the Course Library. From this page, you can navigate to more detailed course reports. For more information, see "Course reports list" on page 114.

Content file reports For each content file, you can view an individual content summary report (see "Content summary report" on page 124), a content report by slides (see "Content report by slides" on page 125), and a content report by answers (see "Content report by answers" on page 125).

Content report list The Content Report page shows the names of content files and folders in the selected directory of the Content Library. For each content file, the following information is displayed:

Name The name of the content item.

Views The number of times that the content file has been viewed by any user.

Last Viewed The date and time that the content file was last viewed by any user.

Additional reports A column that contains links to specific content reports: summary, by slides, and by answers. For more information on individual course reports, see "Individual content reports" on page 124.

To access the content report list:

1. Click the Reports tab.

   The List Reports page appears.

2. Do one of the following:
   - Click the Content Reports link in the green navigation bar directly below the Tab menu.
   - Click the View link next to Content Reports on the List Reports page.
   - Click the View Content Reports link in the Content Reports section on the List Reports page.

   The Content Reports page appears.

To re-sort the data in the content report list:

- On the Content Reports page, click the header of the Name, Views, or Last Viewed column.

  The content data is re-sorted by the column that you clicked.

  Note: If you click a column more than once in succession, the data is sorted in the opposite order from the order currently shown, switching from ascending to descending, or descending to ascending.

Individual content reports

The Breeze Manager provides three types of detailed reports for a specific content file:

Content summary report Provides summary information about the content file, including the title of the content, the duration of the content, the date that it was last modified, and the number of times that the content was viewed. See "Content summary report" on page 124.

Content report by slides Provides usage information for each slide within a presentation, including the number of times each slide was viewed, and the date and time it was last viewed. See "Content report by slides" on page 125.

Content report by answers Displays the number of times that each answer (A1, A2, and so on) in the quiz was selected. You can also get a detailed report for each question that includes the text for each answer, the correct answer, and the number of times that each answer was selected. See "Content report by answers" on page 125.

Content summary report

A content summary report includes the following information:

Content Information The title, duration (number of slides and audio length, if applicable), URL for viewing, date last modified, and total number of views for the selected time span.

Quiz and Survey Information The number of questions, total score possible, passing score, average score, high score, and low score.

To access a content summary report:

- Do one of the following:
  - On the Content Reports page, select the name of the content.
  - Click the Summary link in the Reports column for that content.
  - From any other report page for the content, click the Summary link in the navigation bar below the header for the content.

  The Summary page appears.

Content report by slides

A content report by slides includes the following information:

Slide The slide number. If slide 0 exists, it is a summary page for the presentation.

Views The number of times that a specific slide has been viewed. If a user navigates to the same slide multiple times, each time is counted in the view count.

Note: If a content file is used as the content for a course, the number of views listed here does not contain the number of times that students view the content in the course. Those statistics are separate and are included in the report for that course.

Last Viewed The date and time that any user last viewed a specific slide.

Note: If the content does not contain slides, the following message is displayed: "This presentation is not available yet."

To access the content report by slides:

- Do one of the following:
  - On the Content Reports page, click the By Slides link in the Additional Reports column for that content.
  - From the Summary page or from any other specific report page for the content, click the By Slides link in the navigation bar below the header for the content.

  The By Slides page appears.

To re-sort the data in a course report by slides:

- On the By Slides page, click the header of the Slide, Views, or Last Viewed column.

  The content data is re-sorted by the column that you clicked.

  Note: If you click a column more than once in succession, the data is sorted in the opposite order from the order currently shown: from ascending to descending, or descending to ascending.

Content report by answers

A content report by answers includes the following information:

Note: If the content does not contain a quiz, the message "There are no quizzes in this presentation" is displayed.

Quiz summary information The total possible score, the passing score, the average score, the high score, and the low score.

Answer information Information for each answer, including the question number, the question text, a list of the answers (labeled A1, A2,and so on), the number of users who selected each answer, and a link to an answers report for each question. For more information on answers reports, see "Answers report for a question" on page 118.

To access the content report by answers:

- Do one of the following:
  - On the Content Reports page, click the By Answers link in the Reports column for that content.

- From the Summary page or from any other specific report page for the content, click the By Answers link in the navigation bar below the header for the content.

The By Answers page appears.

To view the answers report for a question:

- On the By Answers page, click the View answers link for a question.

For more information on this report, see "Answers report for a question" on page 118.

User reports

User reports provide information about course and meeting usage by each user in your Breeze account. A user summary report lists all your account users and provides links to specific course and meeting reports for each user.

Note: You must be an account administrator to access user reports.

User summary report

The user summary report contains a list of all your account users' usage. For each user, the following information is displayed: user name, user login (for e-mail), a link to a report for the courses the user completed, and a link to a report on the meetings that the user attended.

To access user reports:

1. Click the Reports tab.

   The List Reports page appears.
2. Do one of the following:
   - Click the User Reports link in the green navigation bar directly below the Tab menu.
   - Click the View link next to User Reports on the List Reports page.
   - Click the View User Reports link in the User Reports section on the List Reports page.

   The User Reports page appears.

Individual user reports

From the user report, you can access two types of individual user reports:

Courses completed report Summarizes information about the courses that a user has attended, including the completed course name, the user's score, pass or fail status, certificate number, and date of completion. For more information, see "Courses completed report" on page 126.

Meetings attended report Summarizes information about the meetings that a user has attended, including the meeting name and ID, and the time in and time out of the meeting. For more information, see "Meetings attended report" on page 127.

Courses completed report

The courses completed report includes information about the courses that a user completed, including the following:

Summary course information Provides the total number of courses completed by the user, the number of courses passed, and the number of courses failed.

Individual course data For each course, provides the course name, course ID (if it has one), user status (P for passed, F for failed, C for completed an ungraded course), user's score (in percentage), date of completion, time the course was taken, and course certificate number.

Note: Certificate numbers are issued only for users who pass a course.

To access a user course report:

1. On the User Reports page, navigate to the name of the user.
2. Click the Courses Completed link in the Reports column for that user.

   The Courses Completed page appears for the user that you selected.

To re-sort the data in a user course report:

- On the Courses Completed page, click the header of the Name, ID, Status, % Score, Date Completed, Time Taken, or Certificate column.

  The courses completed data is re-sorted by the column that you clicked.

  Note: If you click a column more than once in succession, the data is sorted in the opposite order from the order currently shown: from either ascending to descending or descending to ascending.

Meetings attended report

The meetings attended report includes information about the meetings that a user has attended, including the following:

Summary meeting information The number of meetings that the user was invited to, and the time in and time out of the meeting.

Name The name of the meeting room.

Date/time in The date and time that the user entered the meeting room for this meeting session.

Date/time out The date and time that the user left the meeting room for this meeting session.

Note: Meeting rooms that have been deleted still show up in the meeting list but are marked with an asterisk.

To access a Meetings Attended report:

1. On the User Reports page, navigate to the name of the user.
2. Click the Meetings Attended link in the Reports column for that user.

   The Meetings Attended page appears for the user you selected.

To re-sort the data in a user meeting report:

- On the Meetings Attended page, click the header of the Meeting, Time In, or Time out column.

  The meeting data is re-sorted by the column that you clicked.

Note: If you click a column more than once in succession, the data is sorted in the opposite order from the order currently shown: from ascending to descending, or descending to ascending.

List reports

List reports provides a page that summarizes all the individual reports that are available in Breeze Manager. This list includes a link to each of the four individual reports: the content report, the course report, the meeting report, and the user report, as well as a link to the download data page.

Note: You must be an account administrator to access user reports.

Download data

You can download report data in Comma Separated Value (CSV) format for use in external programs, such as spreadsheets. You can download all the available data, or a portion of the data selected by the desired time period.

You can download seven types of reports:

Content Slide Views Provides the number of slide views for each content and course slide page.

Content Quiz Information Provides a list of quizzes, and the questions and answers for each quiz.

Content Quiz Responses and Results Provides the results for each course and content quiz taken, including information on each user and each quiz question.

Course Quiz Information Provides a list of course quizzes, and the questions and answers for each course quiz.

Course Quiz Responses and Results Provides the results for each course and quiz taken, including information on each user and each course quiz question.

Meeting Information Provides information about each meeting.

Meeting Attendance Provides attendance information for each meeting.

To access the Download Report Data page:

1. Click the Reports tab.

   The List Reports page appears.
2. Do one of the following:
   - Click the Download Report Data link in the green navigation bar directly below the Tab menu.
   - Click the View link next to Download Data on the List Reports page.
   - Click the View Download Data link in the Download Data section on the List Reports page.

   The Download Report Data page appears.

Content Slide Views

The Content Slide Views download provides the number of slide views for each content slide page.

The default name of the downloaded file is data.csv.

The CSV file includes the following data fields:

- Session ID The unique ID number for this viewing of a presentation
- Viewing Session The unique viewing ID number for this presentation review session
- User Login The login ID of the user (the user's e-mail address) viewing the presentation
- User First Name The first name of the user viewing the presentation
- User Last Name The last name of the user viewing the presentation
- Presentation ID The unique ID number of the presentation being viewed
- Presentation Name The name of the presentation being viewed
- View Date/Time The date and time the presentation was reviewed
- Slide Number The sequential number of the slide seen in the presentation

To download the Content Slide Views data:

1. Click the Reports tab.

   The List Reports page appears.
2. Do one of the following:
   - Click the Download Report Data link in the green navigation bar directly below the Tab menu.
   - Click the View link next to Download Data on the List Reports page.
   - Click the View Download Data link in the Download Data section on the List Reports page.

   The Download Report Data page appears.
3. Select the period of time that you wish the downloaded data to represent.
4. Click the Download Report Data button for Content Slide Views.

   A File Download dialog box appears.
5. Click the Save button.
6. Select a directory location and filename, and then click Save.

Content Quiz Information

The Content Quiz Information download provides information about all presentation quizzes, including a list of quizzes, and the questions and answers for each quiz.

The default name of the downloaded file is data.csv.

The CSV file includes the following data fields:

- Presentation ID The unique ID number of the presentation

- Presentation Name The name given to this presentation
- Quiz ID The number for a quiz associated with this course
- Quiz Name The name given to a quiz associated with a course
- Quiz Passing Score The total number of correct responses required to pass a course
- Question Number The sequential number of a question in a course
- Question Text The text string that provides the text of a question
- Question Value (Points) The number of points assigned to a specific question
- Answer ID The unique ID number associated with the answer chosen
- Answer Text The text string that provides the text answer to the answer chosen
- Answer Correct The value assigned to a correct answer to a quiz question (No is false, Yes is true)

To download the Content Quiz Information data:

1. Click the Reports tab.

   The List Reports page appears.
2. Do one of the following:
   - Click the Download Report Data link in the green navigation bar directly below the Tab menu.
   - Click the View link next to Download Data on the List Reports page.
   - Click the View Download Data link in the Download Data section on the List Reports page.

   The Download Report Data page appears.
3. Select the period of time that you wish the downloaded data to represent.
4. Click the Download Report Data button for Content Quiz Information.

   A File Download dialog box appears.
5. Click the Save button.
6. Select a directory location and filename, and then click Save.

Content Quiz Responses and Results

The Content Quiz Responses and Results download provides the results for each course and content quiz taken, including information on each user and each quiz question.

The default name of the downloaded file is data.csv.

The CSV file includes the following data fields:

- User ID The ID of the user
- User Login The user's login (usually an e-mail address)
- Presentation Attempt ID The ID number of the presentation that the user attempted to access

- Date/Time Attempted The date and time that the user attempted to access the presentation
- Course ID The unique ID number of the course that the user attempted to access
- Quiz ID The number of the quiz associated with the course a user attempted to access
- Question Number The sequential question number that a user completed
- User Response The answer number selected as the user response to the question
- Attempt Date/Time The date and time the user took the course
- Time Taken The amount of elapsed time a user spent in a course

To download the Course Quiz Responses and Results data:

1. Click the Reports tab.

   The List Reports page appears.
2. Do one of the following:
   - Click the Download Report Data link in the green navigation bar directly below the Tab menu.Click the Download Report Data link in the green navigation bar directly below the Tab menu.
   - Click the View link next to Download Data on the List Reports page.
   - Click the View Download Data link in the Download Data section on the List Reports page.

   The Download Report Data page appears.
3. Select the period of time that you wish the downloaded data to represent.
4. Click the Download Report Data button for Course Quiz Responses and Results.

   A File Download dialog box appears.
5. Click the Save button.
6. Select a directory location and filename, and then click Save.

Course Quiz Information

The Course Quiz Information download provides the results for each course and content quiz, including information on each course and quiz question.

The default name of the downloaded file is data.csv.

The CSV file includes the following data fields:

- Course ID The unique ID number of the course
- Course Name The course name
- Quiz ID The quiz number associated with the course
- Quiz Name The quiz name
- Quiz Passing Score The value of correct responses required to pass a course
- Question Number The sequential number of a question in the course quiz
- Question Text The text of the question asked
- Question Value (Points) The number of points assigned to a correct response to a question

- Answer ID The unique ID number of the answer to a quiz question
- Answer Text The text of the correct answer to the quiz question
- Answer Correct The value assigned to a correct answer to a quiz question (No is false, Yes is true)

To download the Course Quiz Information data:

1. Click the Reports tab.

   The List Reports page appears.
2. Do one of the following:
   - Click the Download Report Data link in the green navigation bar directly below the Tab menu.
   - Click the View link next to Download Data on the List Reports page.
   - Click the View Download Data link in the Download Data section on the List Reports page.

   The Download Report Data page appears.
3. Select the period of time that you wish the downloaded data to represent.
4. Click the Download Report Data button for Course Quiz Information.

   A File Download dialog box appears.
5. Click the Save button.
6. Select a directory location and filename, and then click Save.

Course Quiz Responses and Results

The Course Quiz Responses and Results download provides the results for each course quiz taken, including information on each user and each quiz question.

The default name of the downloaded file is course-quiz-interactions.csv.

The CSV file includes the following data fields:

- User ID The unique ID number of the user
- User Login The user's login (usually an e-mail address)
- Course Attempt ID The unique ID number that allows course access to be uniquely identified
- Date/Time Attempted The date and time the course was accessed
- Course ID The unique ID number of the course
- Quiz ID The unique ID number of the quiz associated with the course
- Question Number The sequential number of the question in a course quiz
- User Response The answer number selected as the user response to the question
- Attempt Date/Time The date and time that the user attempted to answer a question
- Time Taken The amount of elapsed time the user spent in the course

To download the Course Quiz Responses and Results data:

1. Click the Reports tab.

   The List Reports page appears.
2. Do one of the following:
   - Click the Download Report Data link in the green navigation bar directly below the Tab menu.
   - Click the View link next to Download Data on the List Reports page.
   - Click the View Download Data link in the Download Data section on the List Reports page.

   The Download Report Data page appears.
3. Select the period of time that you want the downloaded data to represent.
4. Click the Download Report Data button for Course Quiz Responses and Results.

   A File Download dialog box appears.
5. Click the Save button.
6. Select a directory location and filename, and then click Save.

Meeting Information

The Meeting Information download provides a summary of each meeting, including the list of invited meeting participants.

The default name of the downloaded file is data.csv.

The CSV file includes the following data fields:

- Meeting ID The unique ID number of the meeting
- Meeting Name The name of the meeting
- Meeting Scheduled Date/Time The date and the time that the meeting is scheduled to begin
- Invited Participants The names of all invited meeting participants

To download the Meeting Information data:

1. Click the Reports tab.

   The List Reports page appears.
2. Do one of the following:
   - Click the Download Report Data link in the green navigation bar directly below the Tab menu.
   - Click the View link next to Download Data on the List Reports page.
   - Click the View Download Data link in the Download Data section on the List Reports page.

   The Download Report Data page appears.
3. Select the period of time that you want the downloaded data to represent.
4. Click the Download Report Data button for Meeting Information.

A File Download dialog box appears.

5. Click the Save button.
6. Select a directory location and filename, and then click Save.

Meeting Attendance

The Meeting Attendance download provides the attendance of each meeting, including joining and leaving times.

The default name of the downloaded file is data.csv.

The CSV file includes the following data fields:

- Meeting ID The unique ID number of the meeting
- Meeting Name The name of the meeting
- Meeting Attendee The unique user ID number of the meeting attendee
- Attendee Join The time that the meeting attendee joined the meeting
- Attendee Exit The time that the meeting attendee left the meeting

To download the Meeting Attendance data:

1. Click the Reports tab.

   The List Reports page appears.
2. Do one of the following:
   - Click the Download Report Data link in the green navigation bar directly below the Tab menu.
   - Click the View link next to Download Data on the List Reports page.
   - Click the View Download Data link in the Download Data section on the List Reports page.

   The Download Report Data page appears.
3. Select the period of time that you want the downloaded data to represent.
4. Click the Download Report Data button for Meeting Attendance.

   A File Download dialog box appears.
5. Click the Save button.
6. Select a directory location and filename, and then click Save.

CHAPTER 7
Managing and Customizing Accounts

If you are an account administrator, you can manage or review your account, including account reports, and customize the look and functionality of your Macromedia Breeze installation.

To access the account management or customization functionalities of Macromedia Breeze Manager, click the Account tab at the top of the Breeze Manager window. You can perform the following tasks:

Reviewing your account Review Breeze settings unique to your organization. See "About your account" on page 135.

Customizing Breeze Customize Breeze for your organization. See "Customizing Breeze" on page 136

Adding custom logos Add a custom logo for the Breeze Manager login page, the administrator banner, or the Presentation Player. See "Adding custom logos" on page 136.

Adding special LMS component Add your own learning management system (LMS) component. See "Adding a custom LMS component" on page 137.

Viewing account reports Review account reports for your organization. See "Viewing your account reports" on page 138.

About your account

The Account tab provides information about your Macromedia Breeze account, including account information and account features.

Note: You must be an account administrator to access information summarized on the Account tab.

Reviewing your account information

The Account tab provides the following information:

Name The name of your Breeze account.

Domain The domain where your Breeze account resides.

Default Time Zone The time zone set for your account. (You can change your time zone by clicking the Edit link.)

Expiry Date The expiration date for your account.

Primary Contact Your name (user name associated with this account).

Primary Contact Your primary contact phone number.

Primary Contact E-mail Your primary e-mail address.

Bandwidth per Month (MB) The monthly amount of data transmitted to or from your Breeze account.

Disk Usage (MB) The amount of hard disk spaced consumed by your Breeze account.

Note: If you add custom registration fields to your Breeze installation, and require them to be completed during user registration, this data is visible here.

Reviewing your account features

You can review the features enabled for your Breeze account. These may include Breeze presentations, Breeze training, LMS settings, Breeze Live, and custom pods information.

Customizing Breeze

The Account tab includes features that let you customize your Breeze installation. Customization options include customizing the look of your Breeze installation by adding a custom logo or background color, and configuring your Breeze installation to use a special LMS application.

Note: Not all customization options are available in some Breeze installations. To access customization options, you must be a Breeze account administrator.

Adding custom logos

You can customize your Macromedia Breeze installation by adding a logo to the Breeze login page, the Breeze Manager banner (located on the upper left corner of the Manager screen), and the Presenter Add-In for Breeze. You can also customize the colors surrounding your custom logo, and the color of HTML links in the Breeze Manager.

To add a custom logo:

1. Click the Account tab.
2. Click the Customize Breeze link in the green navigation bar directly below the Tab menu.

   The Logos window appears, which is the default customization screen.
3. Select the logo to modify: the Banner logo, the Login logo, or the Player logo.

   Note: To customize all three, you must repeat this procedure for each custom logo.
4. Click the Edit button.
5. Type the path to your custom logo in the File Name text box, or click the Browse button to navigate to the location of your custom logo file.
6. (Optional) Place your mouse pointer over the Background Color box and move it to the desired web-safe background color to change the background color of your Breeze installation.

7. (Optional) Place your mouse pointer over the Navigation Selected Color box and move it to the desired web-safe color to change the color of navigation links.

   Note: You can only edit the navigation links color while editing the Banner image.

8. Click Save to set your custom logo, background color, or navigation links. Click Cancel to keep the default Breeze logo or background color.
9. Do one of the following:
   - Click the Continue button to return to the Logos screen to review your changes or to customize another logo.
   - Click another link to perform additional tasks.
   - Close your browser window to quit the Breeze application.

Note: Custom logos must be BMP, GIF, JPEG, or PNG files. The recommended sizes for custom logos for the Breeze banner, login, or Presentation Add-In are 275 x 50, 500 x 200, and 40 x 40 pixels, respectively. You can use larger logos, but the logo may not appear as clear and is resized to fit these dimensions. If your graphic supports transparency, transparency will be maintained after upload.

To restore the default look of your Breeze installation:

1. Click the Account tab.
2. Click the Customize Breeze link in the green navigation bar directly below the Tab menu.

   The Logos window appears, which is the default customization screen.

   Note: The color of the navigation bar may have been customized, and may no longer be green.

3. Click the Reset to Default button.

Note: To view the restored appearance of your Breeze installation, press Ctrl-F5 to refresh your screen. You may also have to log out and log back in to your Breeze installation for the default look to be visible.

Adding a custom LMS component

Breeze installations support two standard LMSs: Shareable Content Object Reference Model (SCORM) and AICC. However, if your existing LMS requires a custom component, and it is AICC-compliant, you can configure your Breeze installation to use it instead.

The default Breeze implementation uses a Macromedia Flash 5 component for communication with an AICC-based LMS system. The benefits of the default AICC LMS implementation include the following:

Customization You can upload a custom AICC component written in Flash ActionScript.

Direct LMS communication The content communicates directly with the LMS, bypassing communication with the Breeze server.

Firewall support Direct communication between your content and the LMS prevents firewall issues.

SSL support The AICC implementation fully supports SSL.

Note: To use the default Flash 5-based LMS component, all clients must support Flash 5.

For organizations that require Flash 4 support, you can configure Breeze accounts with an alternative Flash 4 component that uses a proxy on the Breeze server to communicate with your LMS.

Note: The LMS component based on Flash 5 is subject to cross-domain scripting issues. Users of the LMS component based on Flash 4 with the proxy server do not experience this issue. Cross-domain scripting issues may occur when your users access the LMS component across domains in your organization. For more information, see the TechNote at www.macromedia.com/support/flash/ts/documents/loadvars_security.htm.

To add a custom LMS component:

1. Click the Account tab.
2. Click the Customize Breeze link in the green navigation bar directly below the Tab menu.

   Note: The color of the navigation bar may have been customized, and may no longer be green.
3. Click the LMS link.

   The LMS screen appears.
4. Type the path to your custom LMS component in the File Name text box, or click the Browse button to navigate to the location of your custom file.
5. Click the Upload button to copy your custom LMS component to the Breeze server.

Note: You must save your custom LMS component as a SWF file.

To remove a custom LMS component:

1. Click the Account tab.
2. Click the Customize Breeze link in the green navigation bar directly below the Tab menu.

   The Logos window appears, which is the default customization screen.
3. Click the LMS link next to Logos.

   The LMS screen appears.
4. Click the Reset To Default button.

Viewing your account reports

You can review two account-specific reports for your Breeze Live installation: the Presentation/Training report and the Live Report.

Note: You must be an account administrator to access the account report.

Breeze Presentation/Training

The Breeze account report provides the following information about Breeze presentations or training:

Authors Used/Authors Allowed Number of authors presenting in the month and the number of authors who are licensed to present in a month.

Download Used/Allowed The number of downloads performed in the month, and the number of downloads allowed per month.

Training Concurrent User Peak The number of training participants for the month, and the number of training participants allowed per month.

To access the Breeze Presentation/Training report:

1. Click the Account tab.

   The Account page appears.
2. Click the Presentation/Training Report link in the green navigation bar directly below the Tab menu.

Breeze Live

The Breeze Live account reports provide the following information about Breeze Live activities and active meetings.

Breeze Live The Breeze Live account report provides the following information about Live activities:

Live Peak Concurrent Users The greatest number of users present during a Live session.

Number of Active Users The current number of Breeze Live users.

The Breeze Live account report provides the following information about active meetings:

Meeting Name The name assigned to the meeting,

Presenters The list of the current meeting presenters, including presenters who are preparing a meeting.

Participants The list of the current meeting participants.

Start Date The date that the meeting started.

Total Duration (minutes) The amount of minutes that a meeting lasted, or if the meeting is ongoing, how many minutes have elapsed since the meeting started.

To access the account summary report:

1. Click the Account tab.

   The Account page appears.
2. Click the Live Reports link in the green navigation bar directly below the Tab menu.

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